

UNITED STATES MARINE CORPS
1st Marine Division
Camp Pendleton, CA 92055
and
2d Marine Division
Camp Lejeune, NC 28542
and
3d Marine Division
FPO AP 96602

OFFICIAL FILE

Tri-DivO P3120.17A
1st MarDiv
2d MarDiv
3d MarDiv
06 SEP 1996

TRI-DIVISION ORDER P3120.17A

From: Commanding General, 1st Marine Division
Commanding General, 2d Marine Division
Commanding General, 3d Marine Division
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR WESTPAC GROUND UNIT
DEPLOYMENT PROGRAM (SHORT TITLE: WESTPAC GROUND UDP SOP)

Ref: a) MCO P3000.15

Encl: (1 LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To update policy, regulations, responsibilities, and procedures for those units within the 1st, 2d, and 3d Marine Divisions which participate in the WestPac unit deployment program. References (a) pertains.

2. Cancellation. Joint Division/Brigade Order P3120.17

3. Background. The concept of unit deployment within the Marine Corps requires standard procedures within the three Marine divisions. These procedures result from the experience gained by units deploying over past years and will enable deploying units to continue to function efficiently while on a WestPac unit deployment.

4. Summary of Revision. This order has been significantly revised to reflect current directives issued by CMC, COMMARFORPAC, and CG, III MEF. Other major changes deal with the operations and training opportunities that exist within the CG, III MEF area of responsibility.

5. Recommendations. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commanding General, 3d Marine Division (AC/S, G-3) via the appropriate chain of command.

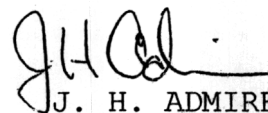
6. Certification. Reviewed and approved this date



L. H. LIVINGSTON



R. P. AYRES, JR.



J. H. ADMIRE

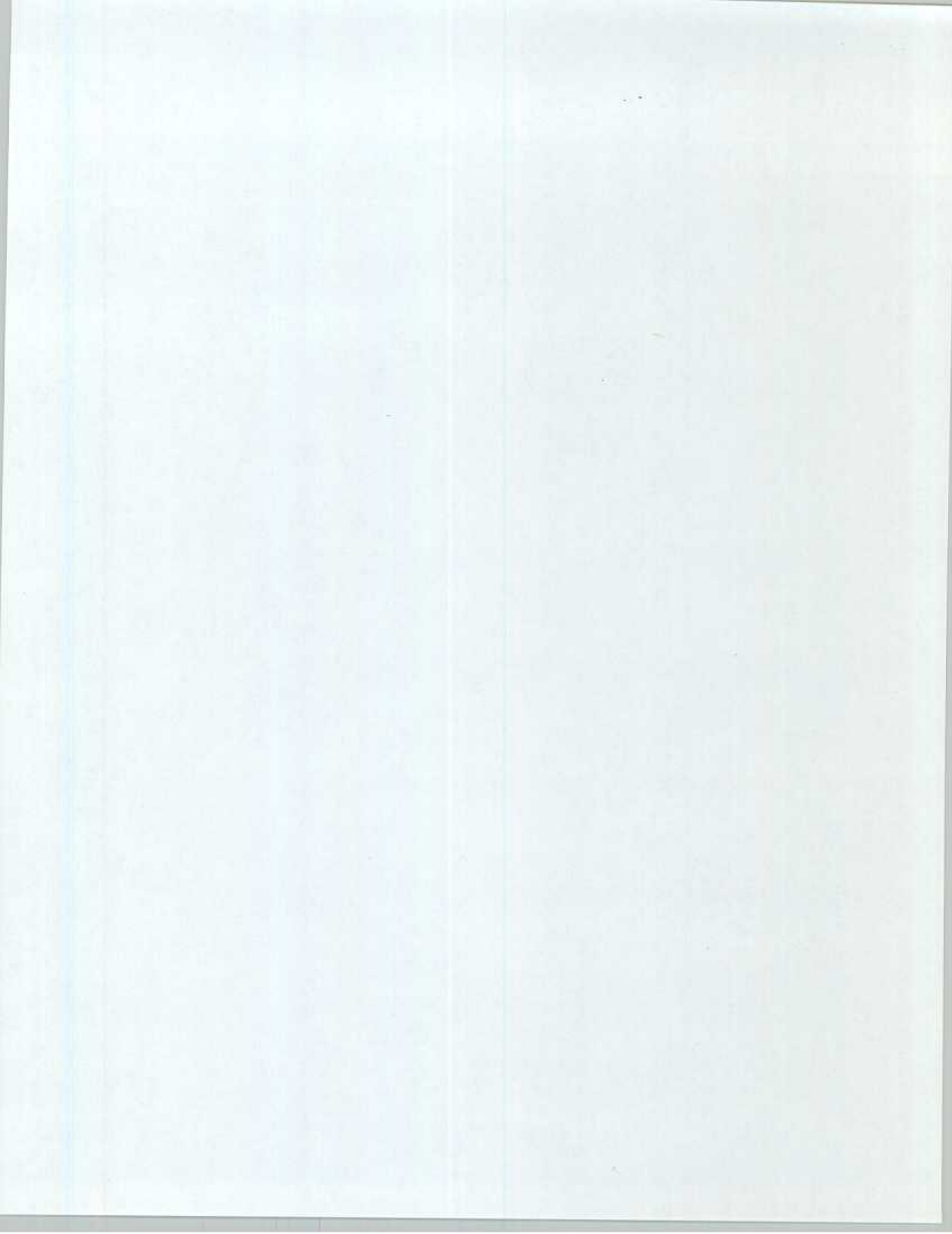
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3d MarDiv A/D

Copy to: HQMC (M-RA)
COMMARFORPAC (1)
COMMARFORLANT (1)

LOCATOR SHEET

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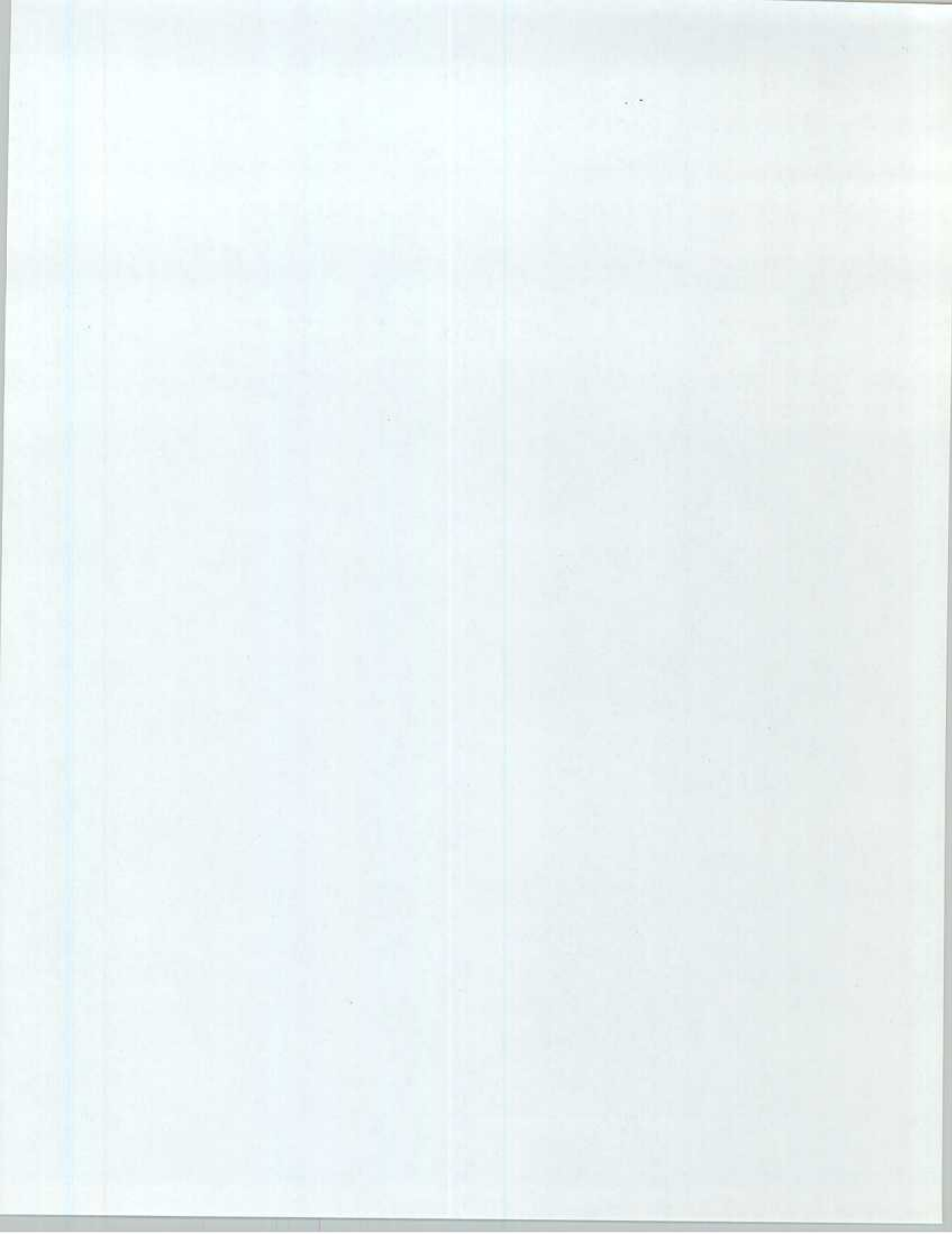


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RECORD OF CHANGES

Log completed change action as indicated.

[illegible]



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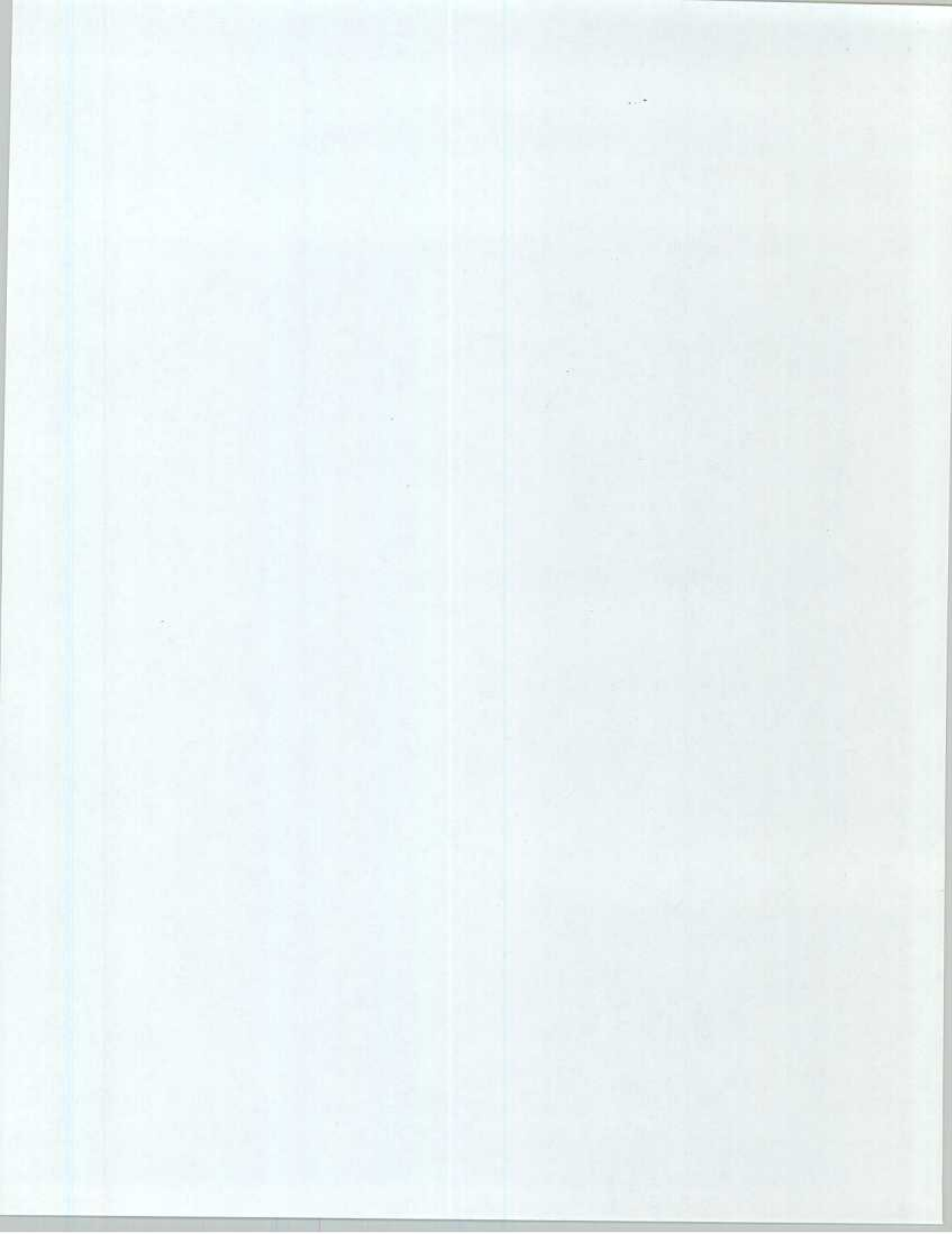
APPENDIX

- A MILESTONES
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REPORTS REQUIRED

	<u>REPORT TITLE</u>	<u>PARAGRAPH</u>	<u>COMPLETION DATE</u>
I.	Monthly Staffing Deficiencies Report	2004.2a	Starting C-300 to C Day
	Unit Strength Figures Report	2004.2d	C+10
	FAP/IDS/Camp Augment Report	2004.5a	C-60
	CMS Unit Deployment Address Change	2012.3a	C-60 and C+120
V	CMS Inventory Report	2012.3c	C-45 and C+135
	DCMS CMS Account Change Notification	2012.3f	Upon arrival and upon departure
	SSBI Status Report	2016.3b	C-60
VIII.	Standard/Flat Rate Per Diem Report	3002.6g	C+170
	Training Statistics	4002.8	Upon arrival advance party
X.	Crane Report	5000.9	As required
	Post Deployment Report	Appendix A	C+210



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CHAPTER 1

ORGANIZATION AND CONTROL

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CHAPTER 1

ORGANIZATION AND CONTROL

1000. COMMAND RELATIONSHIPS. Units deploying under this program to the 3d Marine Division will be under the operational and administrative control of the Commanding General, 3d Marine Division upon arrival of the advance party and main body. Commanding General, 3d Marine Division is responsible for all personnel administrative matters for deployed units except personnel assignment/replacements, career planning, and dependent personnel services. These responsibilities will reside with the parent division.

1001. MILESTONES. Milestones appearing in this SOP are in terms of C-Day which is defined as the unnamed day on which a deployment operation commences or is scheduled to commence. All milestones appear in Appendix A and B and are in relation to the deployment to WestPac.

1002. ADVANCE PARTIES. Advance parties for deploying units will arrive in WestPac at approximately C-30. Overlap of deploying and redeploying units will occur in WestPac. Responsibilities of the advance parties are contained in Appendix D. The authorized size of each ground UDP unit's advance party is set forth in paragraph 5002.8. An infantry battalion's advance party should include one Navy Corpsman in order to accept receipt of aid station equipment and supplies and to conduct liaison with 3d Marine Division Medical/Navy Personnel regarding upcoming exercises and requirements.

1003. STAFF COGNIZANCE. The overall cognizance for the WestPac UDP will reside with the Assistant Chiefs of Staff, G-3 of the participating divisions.

1004. CHANGES. This dynamic program is subject to constant change because of the number of units participating and their associated abilities to offer sound recommendations for changes based on their experiences. One key element in making changes is the Post Deployment Report. The Commanding General, 3d Marine Division will extract recommendations for changes from this "lessons learned" report and will staff them to the other divisions, via message, for approval of formal changes to this

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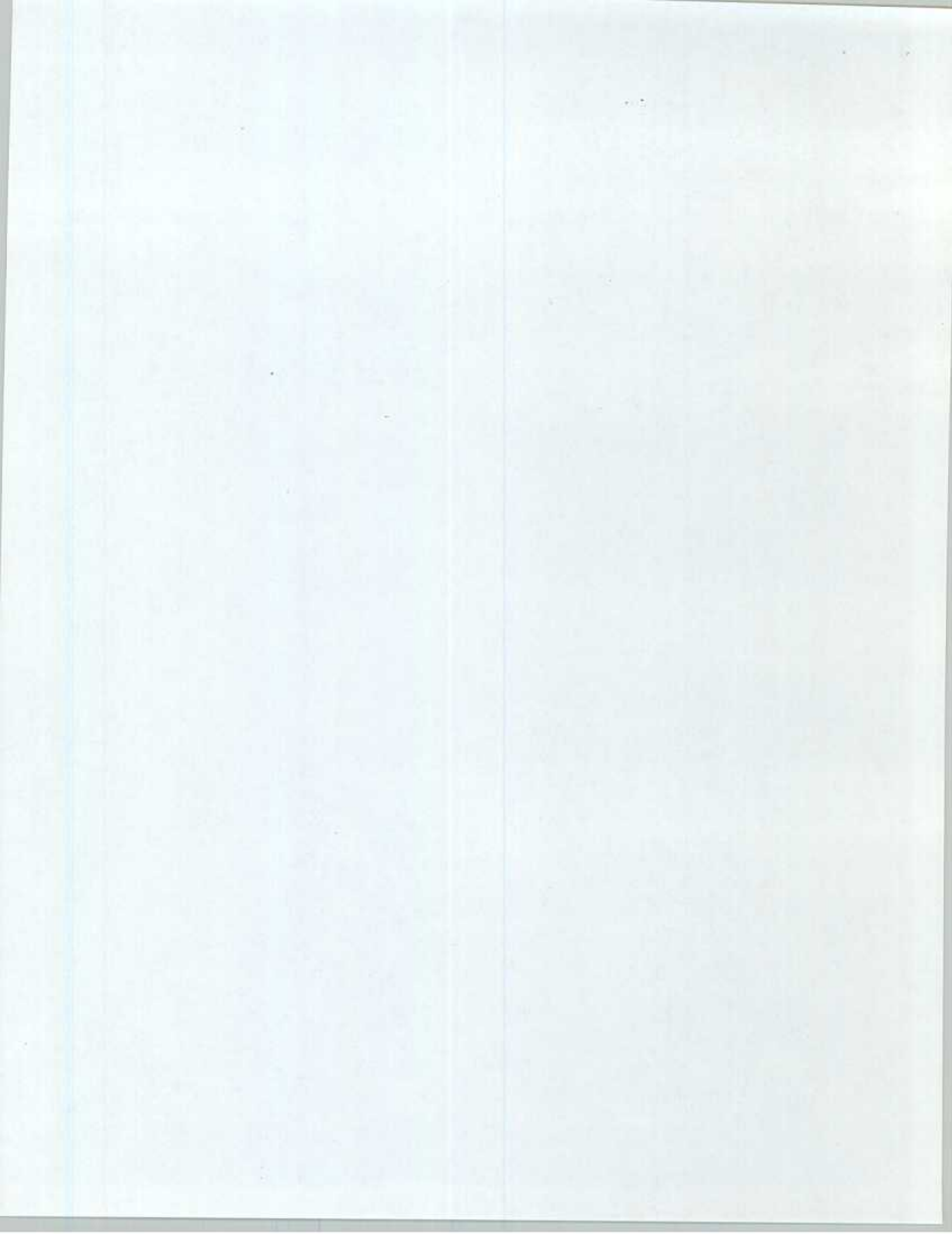
SOP. Upon concurrence on the recommended changes or at the 30 day point from the date of the message, unless an extension has been requested, the formal change will be published.

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CHAPTER 2

PERSONNEL ADMINISTRATION

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CHAPTER 2

PERSONNEL ADMINISTRATION

2000. GENERAL. This chapter provides amplification and clarification of the administrative instructions contained reference (a).

2001. LEAVE AND LIBERTY. All leave and liberty, to include emergency leave, for deployed units will be administered through the current editions of 3d Marine Division's orders in the 1050 series. Members of deployed UDP units are authorized to take annual leave to CONUS or Hawaii, but that leave must terminate in WestPac. Leave papers for Navy personnel will be prepared by the Division Navy Personnel Office.

2002. PERSONNEL RECORDS

1. Service Records. All service records must be thoroughly screened prior to deployment to ensure that they are correct. Particular attention must be given to pay-related audits, Record of Emergency Data (RED), the Servicemen's Group Life Insurance (SGLI) Election Form, and the issuance of identification tags. This screening must be completed not later than 30 days prior to deployment.

2. Navy Personnel. Service records of Navy personnel will be maintained and screened by the Division Navy Personnel Office. Navy personnel assigned to units in the UDP shall have appropriate comments regarding Temporary Additional Duty (TAD) periods, deployment, participation in exercises, embarkation and debarkation events, and other pertinent information concerning the deployment period entered on the history of assignments, Naval Personnel (NAVPERS) 1070/605 (Page 5), of the service record per NAVPERS 15560C Bureau of Personnel Manual (BUPERSMAN) Article 5030420. Service records and mini-master Personnel Financial Records will accompany all Navy personnel who deploy from CONUS/Hawaii on UDP. Records will be turned over to the 3d Marine Division Navy Personnel Office for safekeeping and action as required by the unit Navy personnel clerk.

2003. PERSONNEL ACCOUNTING

1. General. Marines assigned to units which participate in the UDP, which deploy for five consecutive months or longer, require special monitoring. To accommodate proper monitoring by Headquarters U.S. Marine Corps (HQMC) and cognizant commands, special data elements are reported into the Marine Corps Total Force System (MCTFS) via the Unit Diary.
2. Unit Diary. Individual unit diary statements required to properly account for personnel participating in the UDP are:
 - a. Accumulated Deployed Time (ADT). The ADT represents the individual Marine's total time (in days) while deployed and is used to adjust the Overseas Control Date (OCD) per MCO 1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM) and MCO P1300.8 (Marine Corps Personnel Assignment Policy).
 - b. Unit Deployment Designations ("V" MCCs). The Victor Monitored Command Code (VMCC) represents a specific organization/unit with HQMC controlled personnel staffing. The VMCC codes are contained in MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). The VMCC is reported by HQMC by either unit diary or quota transfer orders input.
 - c. Deployment Status Code/Deployment Return Date (DSC/DRD). The DSC and DRD for each Marine of a deploying unit are reported per paragraph 5049 of the MCTFSPRIM. A GROUP or EVENT entry may be used, if applicable. The unit diary statement must be reported or action-dated on a unit diary dated prior to the DRD.
3. Navy Personnel Accounting Procedures. The medical section of the unit in the UDP shall retain the assigned Navy unit identification code of the parent organization for Navy personnel accounting procedures.

2004. ASSIGNMENT AND DISTRIBUTION1. Personnel Staffing

- a. Enlisted Marines. Assignment of enlisted Marines to UDP units is controlled by the Commandant of the Marine Corps (CMC) (MMEA-12) through the Tour II Program.
- b. Ground Company-Grade Officers

(1) Permanent assignment of ground company-grade officers into and out of deploying units will be made only by CMC (MMAA).

(2) Stabilization rosters are not required. Final assignment will be accomplished not later than C-90

(3) Personnel action requests will be made through the parent division.

(4) Submission of rosters to HQMC after return from deployment is not required.

2. Personnel Staffing Guidelines. During implementation of each UDP, CMC (MM) publishes staffing guidelines for each deploying unit. The following milestones will be followed:

a. C-240 to C-300. CMC (MMEA-12) provides staffing goals to the major and subordinate commands for the next UDP via the Tour II message. Subsequent nondeployables and staffing deficiencies are reported monthly by standard naval message to CMC (MMEA-12) info the chain of command. The Tour II message is forwarded to CMC by the first of each month until the unit deploys.

b. C-90. At this point, the unit is considered to be at "lock on" and nondeployables identified subsequent to this date normally will not be replaced by CMC because personnel assets at that time will be shifted to the next deploying organization/unit.

c. C-10

(1) Final stabilization occurs.

(2) All non-deployables have been transferred from the deploying units.

d. C+10. The Unit Strength Figures Report will be submitted via message to CMC (MPP-53). Refer to reference (a) paragraph 3002.5(c).

3. Replacement Policy. Except for bonafide emergencies, Marines should not be detached from deploying units during a scheduled deployment period. Expeditious replacement of any unanticipated losses occurring during deployment will come from the deploying unit's parent command in coordination with HQMC. Replacements should be limited to key billet holders, critical occupational

specialties, or, under specified conditions, numbers of personnel needed to sustain readiness. Every effort shall be made to ensure individuals stabilized for deployment possess sufficient obligated service to complete the scheduled deployment period. Extreme MOS criticality and staffing shortfalls may require the stabilization of Marines with insufficient obligated service. While every effort shall be made to obtain extensions or re-enlistments, in those cases where extensions or re-enlistments are not obtained, case-by-case approval shall be obtained from HQMC prior to stabilization/deployment of such individuals. Replacement of Marines deployed with insufficient obligated service is the responsibility of the parent command.

4. Deployment Criteria

a. Marine Enlisted. The selection criteria for the determination of deployability for Marine enlisted personnel will be as follows:

(1) Personnel must have the MOS of a vacant billet and be within one grade of that billet.

(2) Personnel must have sufficient active service remaining to complete the deployment, plus 10 days.

(3) Marines who have received a new OCD cannot normally be involuntarily assigned to participate in a unit deployment overseas of five months or more in duration within six months (first-term Marines) or 12 months (career Marines) of the termination of the tour for which the OCD was assigned. Marines may voluntarily waive their OCD in writing by appropriate service record entry. MCO 1300.8 applies.

(4) Personnel cannot be considered deployable if they have one of the following duty status codes.

(a) 2 - Casualty, not full duty;

(b) 3 - Reserve Program;

(c) 4 - Transient, For Further Transfer;

(d) 5 - Awaiting Separation;

(e) 9 - Absentee/Deserter returned to military control after EAS has expired;

(f) H - Confined, serving sentence of General Court Martial;

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- (g) K - Missing (Not Missing in Action);
- (h) M - Confined, held beyond EAS;
- (i) Q - Other, status not otherwise defined;
- j) R - At home awaiting results of PEB;
- k) S - Declared deserter;
- l T - Temporary disability retired list;
- (m) X - Home awaiting administrative discharge (other than EAS)

(5) Personnel cannot be considered deployable if they have one of the following duty limitation codes. Duty limitation codes will be continuously monitored by all commands per the MCTFSPRIM and the MCTFSCODESMAN.

- (a) A - Conscientious Objector;
- (b) Q - Marine not eligible for combat due to a physical restriction;
- (c) S - Personnel retained in a limited duty status as a result of a medical board or Secretary of the Navy action. In this regard, Marines will deploy if they are not being separated or likely to be separated because of physical limitation which is considered temporary and treatable overseas.

(6) Personnel cannot be considered deployable if they have a strength category code other than 0 through 5.

(7) Personnel are not deployable if they are in receipt of PCS orders with an effective date during their scheduled deployment.

(8) Female personnel are not deployable with infantry units

(9) Marines will remain on the deploying unit's rolls and be counted for SORTS purposes.

(10) Personnel identified as HIV positive will not be considered deployable. Enclosure (13) of MCO 1300.8 refers.

b. Navy Personnel

(1) Personnel selected for assignment shall have an End of Active Obligated Service (EAOS) sufficient to complete the unit deployment plus one month.

(2) Officer and enlisted Navy personnel shall have sufficient time remaining prior to their personnel rotation date (PRD) to preclude the possibility of immediate PCS reassignment to an unaccompanied tour or another deploying unit. Every effort shall be made to ensure assignment of Navy personnel is in keeping with the spirit and intent of HQMC policy provided there is not contravening BUPERS policy or regulation.

(3) All enlisted personnel assigned must be physically qualified to perform under rigorous field conditions and meet the physical and mental qualifications required by the Enlisted Transfer Manual, Chapter 4.

5. Fleet Assistance Program (FAP)/Internal Division Staffing (IDS)/Camp Augment

a. Requirements. FAP, IDS, and camp augment requirements will be identified by 3d Marine Division to the providing unit via the appropriate division 60 days prior to deployment. Marines scheduled for assignment to FAP/IDS/camp augment will be identified and names will be provided to the 3d Marine Division (PersO) not less than 30 days prior to deployment. Marines will remain on the deploying unit's rolls and be counted for SORTS purposes.

b. Arrival Entry for FAP. Personnel assigned to 3d Marine Division FAP should be included on the manifest for the first aircraft of the main body and have their SRB/HR/DR in hand. This will permit immediate assignment to FAP billets and give the unit returning to CONUS time to recover and process its returning FAP personnel. All records will be turned over to the assigned FAP command. All personnel assigned to FAP will report to MCB Camp S. D. Butler located in Building 5672 aboard Camp Foster with a complete issue of 782 gear and should retain the memorandum of receipt which shows proof of issuance.

c. Arrival Entry for IDS. Personnel assigned to IDS should be included on the manifest for the first aircraft of the main body and have their SRB/HR/DR in their possession. HR/DRs will be maintained at the health/dental facility nearest the IDS section where the Marine is assigned. SRBs will be maintained by the UDP unit.

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d. Each battalion will provide one Hospital Corpsman in the rate of HM3/HN for assignment to selected sites within the 3d Marine Division, to include the Northern Training Area, Personnel Support Detachment, Joint Forces Brig, and Division Navy Personnel Office. These individuals will remain on deploying unit rolls and be counted for SORTS purposes. The assignments will be for the duration of the UDP period. The nominated individual will not be the same as the one who serves as the unit liaison to the Division Navy Personnel Office.

2005. MARINE CORPS TOTAL FORCE SYSTEM (MCTFS). All deploying units will report the appropriate entries to change the reporting jurisdiction to and from SDPI 27 (Okinawa). Appendix B (Personnel/Administration UDP Checklist) and Appendix C (Unit Diary Event Entries Associated with the UDP) provide detailed procedures, recommendations, and guidelines to assist throughout the entire deployment. If assistance is required, contact the local MISSO or Admin Assist Team upon arrival. Refer to MCO P1080.40, Chapter 6 for additional information.

2006. ORDERS TO PERSONNEL

1. General

a. Instructions for preparing TAD orders for deploying personnel are provided in the Assignment, Classification, and Travel System (ACTS) manual. Duration of the deployment is approximately 180 days (plus or minus 30 days).

b. Per the Marine Corps Travel Instruction Manual (MCTIM), UDP orders will contain the following statement: "Per diem entitlement authorized under deployed per diem allowance for deployed units, per the Joint Federal Travel Regulations (JFTR), par U4105D and U4135. Unit messing essential."

c. Requests for reassignment between deployed units (crossdecking) will be submitted via Administrative Action Form to CMC (MM) for approval. Refer to reference (a) for specific criteria.

d. Requests to extend a six month UDP beyond 30 days must be expeditiously submitted to CMC (MM) for approval.

e. Prior to deployment, ensure any SNCO or officer who may go TAD while deployed to the 3d Marine Division has applied for or possesses a government traveler's charge card.

2. TAD Orders Liquidation. Units deploying under TAD movement orders, group travel, must make every effort to ensure that personnel are assigned to a specific group at all times, i.e., those traveling together. When travel is accomplished, the senior Marine is authorized to submit one travel claim for the entire group to liquidate the orders. Personnel who do not complete each movement with the group assigned must file individual travel claims to liquidate their orders. The senior Marine of each group must ensure that accurate records of movements are maintained for the liquidation of these orders upon return to the parent division. All TAD orders will be submitted to the respective disbursing officer for liquidation within three working days upon return from deployment.

3. TAD Orders Termination. 3d Marine Division is responsible for providing funding data for personnel on emergency leave or held on legal hold by 3d Marine Division.

4. Modification of TAD Orders and Concurrent TAD. Per diem entitlements for members participating in the unit deployment program are funded by CMC unit deployment appropriation. Travel to and from the deployment site is funded by either MARFORLANT/PAC, except in the case of replacements. Replacement travel is funded by the requesting command.

a. Transportation costs for personnel on emergency leave or held on legal hold will be funded by the 3d Marine Division. Enlisted members are entitled to a monetary subsistence allowance (TAD rations) during travel to and from their permanent duty station in conjunction with emergency leave. Refer to MCO P1080.40 for reporting instructions.

b. Requirements for unit deployment personnel to make off-island trips specifically in support of UDP will be funded by unit deployment appropriation data. These personnel will be given modifications to their unit deployment TAD orders. All other travel will be considered concurrent TAD and will be funded by 3d Marine Division. The applicable per diem and travel rates in the JFTR will apply. All orders will be settled when the member returns from the period of concurrent TAD.

c. Attendance at most on-island schools, i.e. courses conducted at the SNCO Academy and Division Schools, are considered in support of the UDP. Therefore, all enlisted members will remain in an Essential Unit Messing (EUM) status and continue to be subsisted in-kind. Additionally, entitlement to standard/flat rate per diem will continue for both officers and enlisted members.

5. Advance Party TAD Appropriation Data. The Commanding General of the parent command will request from the appropriate MARFOR that funding data be provided to the Commanding General, 3d Marine Division for advance party movement. Reference: MCO P1080.35, PAR 7116.8, applies.

2007. FISCAL INSTRUCTIONS

1. General Funding Responsibility. During the predeployment phase, units will be funded by their parent commands. Upon deployment to WestPac, funding is provided by the Commanding General, 3d Marine Division who will establish financial support policy for organizations under his command. Post deployment financial support is resumed by parent commands upon return to the home base.

2. TAD Entitlements. TAD entitlements for deployed personnel are prescribed in paragraph 3002 of this SOP. Per diem for members enroute to, located at, or returning from WestPac is funded by HQMC. TAD for emergency leave and for individual assignments specifically directed by the Commanding General, 3d Division will be funded by 3d Marine Division. The CONUS command is responsible for funding the travel of personnel moving between WestPac and CONUS for administrative reasons other than emergency leave; for Hawaii commands, 3d Marine Division assumes this responsibility.

3. Funding Responsibility for Stragglers

a. All transportation costs for stragglers from deploying units to WestPac are to be funded by the CONUS command. Personnel who miss movement should be processed in accordance with MCO P5800.8, LEGADMINMAN, paragraph 4007.1. Checkage of the member's pay account should be considered.

b. All transportation costs for stragglers from units which have returned to CONUS are to be borne by the WestPac command. Personnel who are found unfit by medical board, or who are ordered to be separated from the service by the Commanding General, 3d Marine Division, before the scheduled rotation of their units, will be returned to the nearest appropriate Marine Corps activity in accordance with applicable provisions of the MARCORSEPMAN; this will normally be Camp Pendleton. Individuals to be separated prior to the scheduled rotation of their units will be issued MCC W95 orders using PCS appropriation data. All others requiring return to CONUS/Hawaii because of action initiated by the 3d Marine Division will be borne by the 3d Marine Division.

2008 RECORDS MANAGEMENT

1. Directives/Publications. Deploying units will embark with their entire Master Directives File except geographically-unique directives. All 3d MarDiv, Camp, MARFORPAC (those listed in 3d MarDivO 5605.2), Regiment, MCB Butler, and MCBPac directives and others pertaining to the geographical location of the unit in WestPac will be filed in a separate binder outside of the unit's master directives file and will remain in position to be assumed by the replacing unit. All technical publications will be embarked. Additionally, all directives/publications control documents (NAVMC 10974/10974, etc.) will be taken by the retuning units.

2. Correspondence Files. Files pertaining to a functional area which is remaining on Okinawa, such as the Naval Technical Publication Library, will remain within that area.

3. Change of Address. Immediately upon departure to/from Okinawa, all deploying units will change the official mailing address of the Individual Activity Code (IAC) via the Marine Corps Publications Distribution System (MCPDS). This will ensure publications are distributed to the new deployed location.

WARNING - Returned mail will result in deactivation of account. Deploying units (except Hawaii) will notify CMC (ARE) by E-mail or message the new user IDs authorized to access the IAC while deployed.

4. Frequently, units are confronted with space constraints when embarking the Directives Control Point (DCP). Deploying units are advised to remove all orders from their respective binders to allow for more space. These binders can be purchased on Okinawa for a relatively small price when faced with the alternative of fragmenting the unit DCP.

2009. FITNESS REPORTS

1. Preparation. Fitness reports will be accomplished per MCO P1610.7. Deploying battalion commanders will receive a to/from TAD (TD) fitness report from the parent and WestPac operational commander.

2. Navy Personnel. Fitness reports for Navy personnel will be prepared within the unit and submitted to the appropriate Division's Navy Personnel Office. Officer fitness reports and enlisted evaluation reports of petty officers, PO2 and above, are submitted to the Bureau of Naval Personnel on Optical Character

Recognition (OCR) forms. They will be prepared for signature by the Division Navy Personnel Office from the organization's "rough" report and returned to the organization for signature.

2010. CONGRESSIONAL CORRESPONDENCE. 3d MarDivO 5730.3 gives specific guidance regarding congressional/special interest correspondence. Within WestPac, all correspondence of this type will be forwarded to the Commanding General, 3d Marine Division (Adj), for final reply.

2011. CLASSIFIED MATERIAL CONTROL CENTER (CMCC) MATTERS. All classified material held by a deploying unit will be thoroughly reviewed and inventoried. Material not required in the new locale will be disposed of in accordance with appropriate division SOPs. All material required will be inventoried, boxed and labeled in accordance with current security regulations and turned over to the Division Classified Files Unit (CFU). This material will be properly receipted for and forwarded via registered mail in approximately 10 days.

2012. COMMUNICATION SECURITY MATERIAL SYSTEM (CMS) MATTERS

1. General. Deploying units will exchange CMS assets with the unit they are replacing. Account-to-account transfers will be accomplished upon commencement and termination of TAD deployment using the procedures contained in the Communication Security Material System Manual (CMS 1).

2. Advance Party. A CMS custodian will be a member of the advance party in order to provide inventory/transfer of CMS assets without requiring transfer of assets to the next senior command. When it is impossible to include a CMS custodian as a member of the advance party, the deploying unit's holdings will be transferred to the next senior command after requesting special transfer authority from Director, Classified Material System (DCMS) to transfer the CMS assets to the incoming unit upon arrival.

3. Procedures. The following procedures will be followed in CMS accounts.

a. Sixty days prior to commencing or terminating deployment, the deploying unit will notify DCMS by message (Info: CMC CSB, COMMARFORPAC/LANT, CMIO Norfolk: DCS STA, San Diego and Norfolk), of the upcoming deployment and address change. The message will contain the following:

(1) The account number and title

(2) The new address, new AOR (I, II, or III MEF), and when the account will physically be at the new address.

b. A request for temporary increases in authorized holdings (if applicable) must be submitted at least 60 days before deployment in accordance with Article 665 of CMS-1.

c. Forty-five days prior to deployment and redeployment, a DCMS-generated SF-153 inventory must be requested from DCMS. This inventory must be completed and returned to DCMS prior to rotation.

d. Thirty days prior to deployment/redeployment, the CMS custodian and at least one alternate will depart with the advance party.

e. Upon arrival of the advance party at the deployment/relocation site, custodians will conduct an account-to-account transfer of holdings from the account being relieved. Units are required to take their account files with them as those files are unique to the account and are not assumed by the relieving unit.

f. Upon arrival of the main body, the deploying organization will notify DCMS via naval message (info appropriate chain of command) in accordance with article 435 of the CMS 1 of the effective date of the change of account and provide the new command title and permanent mailing address. This information will be used to update the DCMS central office of record (COR) database and the Defense Courier Service (DCS) two-line address.

2013. CASUALTY/SERIOUS INCIDENT REPORTING. Casualty and serious incident reporting while deployed to WestPac will be accomplished per 3d MarDivOs 3040.2 and 3480.1, respectively. Parent commands will be identified as information addressees on all casualty/serious incident message traffic.

2014. LEGAL SERVICES SUPPORT

1. General

a. Legal service support to UDP organizations will be provided according to the procedures established in 3d MarDivO P5800.23 and details and techniques in OH 4-10, Legal Services Support.

b. Prior to deployment of UDP units, staff cognizance over legal matters affecting the UDP unit rests with the Staff Judge Advocate (SJA) of the command to which the unit is attached. After UDP units are joined to the 3d Marine Division, staff cognizance rests with the SJA, 3d Marine Division. The Commanding General, 3d Marine Division is the officer exercising general court-martial jurisdiction over all UDP units while assigned to the Division.

2. Predeployment Matters

a. Prior to deployment, UDP units will endeavor to resolve all pending military justice (i.e., NJPs, NJP appeals, courts-martial), administrative law (i.e., administrative separations, claims, and Judge Advocate General Manual (JAGMAN)/Supply Manual investigations), and legal assistance matters.

b. Before deploying, all personnel should be counseled regarding the advisability of initiating allotments and direct deposit of pay, obtaining wills, and executing powers of attorney. Deploying units will ensure that legal assistance problems are identified and resolved prior to deployment. Deploying units should schedule preventative law classes (i.e., wills/powers of attorney/etc.) prior to deployment through the SJA of the detaching command or the Legal Services Support Section (LSSS) which provides legal services support to the UDP unit.

3. Legal Service Support While Attached to 3d Marine Division

a. The OIC, LSSS, 3d FSSG, is responsible for providing legal service support to all units attached to 3d Marine Division. The general nature of this support is set forth in OH 4-10, Legal Services Support, and includes legal administrative services requisite to all phases of courts-martial, administrative separation proceedings, appeals of non-judicial punishment, and legal assistance. Support is also available on operational law, such as rules of engagement, law of war, civil-military operations, and other legal aspects of warfare.

b. The Office of the SJA, MCB Camp S.D. Butler, is responsible for coordinating Japanese criminal jurisdiction matters and the control of international legal hold status on Okinawa. Additionally, that office processes all claims against the government occurring in Okinawa which arise from Marine Corps activities.

c. The SJA, 3d Marine Division, is available for advice to all UDP units regarding all legal matters, including, but not limited to, military justice, administrative law, law of war, rules of engagement, international law, legal assistance, and standards of conduct. In particular, assistance should be sought prior to initiation of investigations involving death or serious injury.

4. Status of Forces, Foreign Criminal Jurisdiction, and International Law Problems

a. The SJA, 3d Marine Division, should be contacted in all cases involving incidents or questions involving status of forces agreements, foreign criminal jurisdiction matters, and international law issues.

b. Commanders of UDP units must be particularly aware of the procedures relating to claims processing, solatium payments, overseas marriage requirements, and international legal hold provisions in effect in the various countries in which 3d Marine Division units conduct training. Advice on these issues is available with regard to security assistance policies and law, and civil-military operations, including civil affairs, humanitarian assistance, and civic actions.

c. Expeditious reporting to the Commanding General, 3d Marine Division (SJA), through the chain of command, of matters involving possible Japanese criminal jurisdiction over UDP personnel is required. Furthermore, the 3d Marine Division SJA must be kept apprised of situations and incidents which involve foreign authorities and personnel assigned to UDP units. The 3d Marine Division SJA will coordinate as required with the SJA MCB Camp S. D. Butler.

2015. UDP LEGAL/ADMINISTRATIVE/MEDICAL HOLDS

1. General. The responsibility for returning UDP (individual or group) personnel on legal/administrative/medical holds to CONUS or Hawaii is as follows:

a. If a Marine is to be returned to CONUS or Hawaii prior to normal rotation of the UDP unit (within 0-180 days), the responsibility rests with the UDP unit. The Marine's parent unit requests (by message to the parent CONUS/Hawaii command), via the 3d Marine Division Adjutant, appropriation data to terminate the Marine's TAD orders and return the Marine to CONUS/Hawaii.

b. If it is recognized prior to the UDP unit rotating that a Marine will remain on island after the UDP unit departs, the unit will

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notify the parent regiment/battalion on island and that Marine will be attached TAD excess by the regiment/battalion. In this case, the 3d Marine Division Adjutant will request, by message (info the regiment/battalion) from CMC, authority to attach the Marine to the rolls of MCC 124 in a TAD excess status.

c. If any Marine is ready to depart after the UDP unit departs, but prior to 210 days or joining the rolls of MCC 124, the parent regiment/battalion will request termination of TAD orders from the 3d Marine Division Adjutant. Upon departure of the Marine from Okinawa, the 3d Marine Division Adjutant will notify CMC, the CONUS/Hawaii command, and the regiment/battalion by message.

d. Once a Marine who has been joined to the rolls of MCC 124 is ready to depart Okinawa, the regiment/battalion will prepare a naval message for the 3d Marine Division Personnel Officer's release to CMC requesting appropriate orders.

PERIOD	RESPONSIBLE PARTY	REMARKS
0-180 days	UDP unit (for normal rotation)	Requests for UDP termination must be coordinated with DivAdj
181-269 days	3d Marine Division	Attached TAD excess to on-island regiment/battalion. Return to CONUS/Hawaii will be coordinated with DivAdj
270-XXX days	CMC	Joined to the rolls of MCC 124 by on-island regiment/battalion. Division Personnel Officer will issue PCSO when directed by CMC

2. Personal Effects. UDP personnel are not authorized a return shipment of personal effects greater than the allowance authorized when departing CONUS/Hawaii to overseas. Personal effects, in excess of the original allowance which accompanies the Marine, must be shipped via U.S. mail at personal expense or arrangements will be made by the regiment/battalion with another UDP unit. This paragraph does not apply to Marines who are joined to MCC 124 and subsequently receive PCS orders

3. Administrative Separation. Any member who is administratively separated under adverse conditions while in WestPac will be transferred to the separation site located at Camp Pendleton for subsequent discharge. Return to CONUS/Hawaii parent duty station is not authorized. It is imperative the transition/preseparation counseling and final physical be completed prior to transfer. If applicable, any household goods

placed in storage prior to deployment will be scheduled for shipment through the local TMO.

2016. SPECIAL SECURITY MATTERS

1. Sensitive Compartment Information (SCI). SCI includes all information and materials requiring special security controls. SCI access may be required by key billet incumbents of deploying units during all or a portion of the deployment. To gain access requires the completion of a Single Scope Background Investigation (SSBI).

2. Key Billet Incumbents. Key billet incumbents are defined as the commanding officer, executive officer, S-3, S-2, and S-2 chief of the deploying unit.

3. SSBI Processing Requirements

a. Approximately six to eight months prior to deployment, and after stabilization rosters have been extracted from MMS, unit commanders will determine the SSBI status of each billet incumbent. If the incumbent does not have a complete SSBI, action shall be initiated to submit the SSBI. Such actions will meet standards of the current OPNAVINST 5510 series and DON Information Security Program Regulations. Assistance in meeting this requirement can be obtained from the Special Security Office (SSO) within the deploying unit's chain of command.

b. At C-60, when final stabilization occurs, deploying units will advise the receiving command of the SSBI status of key billet incumbents.

4. Billet Administrative Control Shift. Prior to deploying units will notify their SSO to initiate a key billet administrative control shift for incumbents to the receiving command via SSO channels.

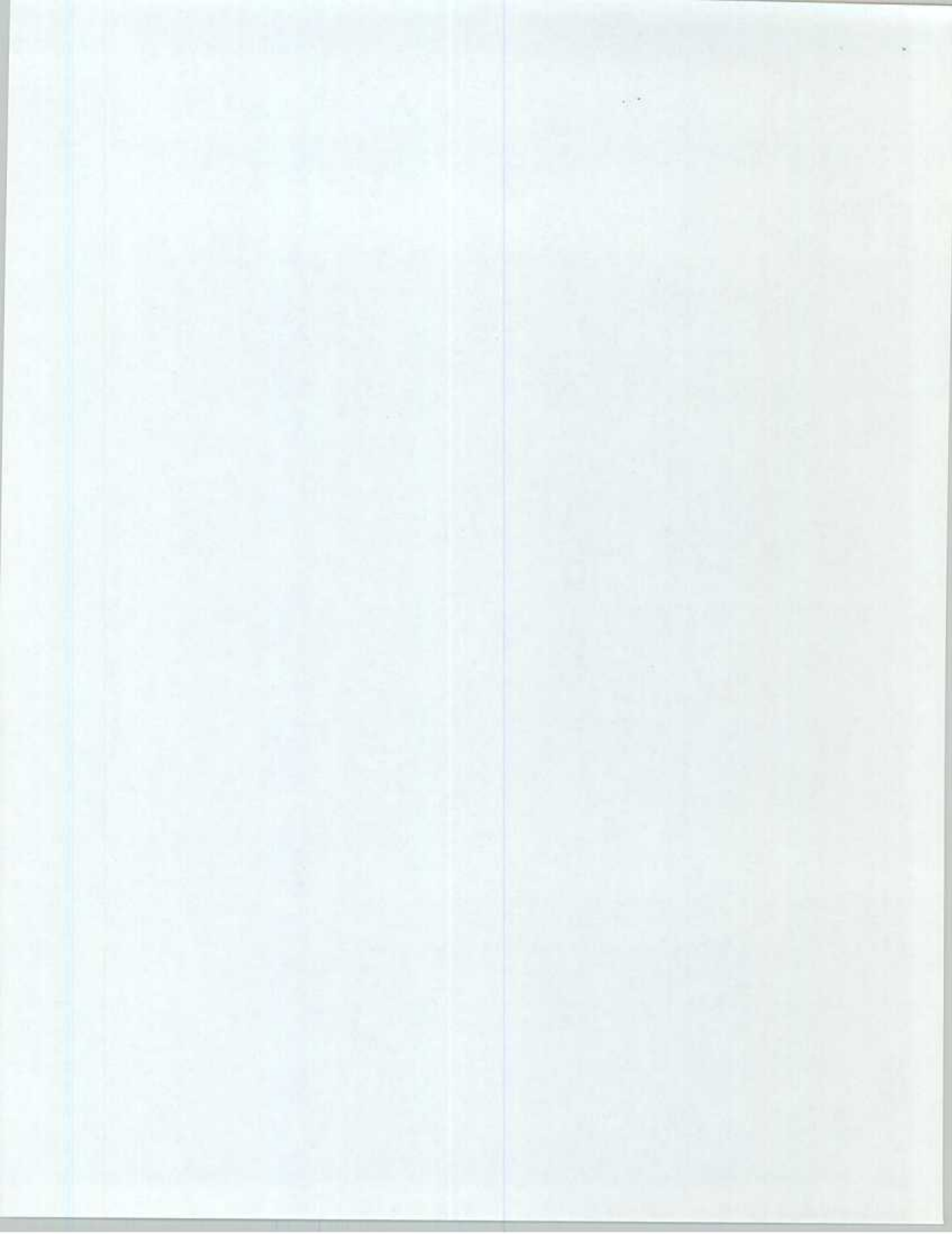
2017. NAVY PERSONNEL SECURITY CLEARANCES. Security clearance requests for Navy personnel will be forwarded to the 3d Marine Division Navy Personnel Office for record review and granting of initial or interim clearances. Division Navy Personnel will forward appropriate messages and will annotate the member's records as required. Units are encouraged to take appropriate action to ensure required clearances are obtained prior to deployment. Clearances are a Logistics Readiness Inspection (LRI) item and necessary for operational planning and reporting.

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CHAPTER 3

PERSONNEL SERVICES

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CHAPTER 3

PERSONNEL SERVICES

3000. CAREER PLANNING FOR UNITS UNDER OPERATIONAL CONTROL OF THE 3D MARINE DIVISION

1. Responsibility. Because of the comparatively short deployed tenure, the majority of the responsibility for career planning matters rests with the parent division. The 3d Marine Division will, however, upon request, assist in all career planning matters. Since UDP companies and batteries are not staffed with career planning personnel, it is necessary for the gaining battalion in 3d Marine Division to provide career planning support.

2. Re-enlistment Requests. The following procedures apply to all UDP units and organizations:

a. UDP units/organizations deployed to Okinawa submit re-enlistment requests to 3d Marine Division.

b. 3d Marine Division will load requests into the Career Planning Management System (CPMS).

c. Waivers will be submitted through 3d Marine Division with parent command as an information addressee.

d. Thirty days prior to the end of deployment, re-enlistment requests will be sent to the parent command via naval message. The parent command will load the request into CPMS.

e. UDP Career Planners will contact the parent command's career planning office each week to update cases.

3. Special Assignment Requests. All requests for special assignments will be routed through the regimental/separate battalion career planners to ensure that appropriate screening is conducted. All requests will be endorsed at the regiment/separate battalion level and will be in the format provided by the 3d Marine Division Career Planning Office.

4. Retention Results. Retention results for deployed units will continue to be attributed to the parent command. Re-enlistment and separation statistics of the Marines attached TAD to deployed units will be attributed to the parent organizations.

5. Career Planning for Navy Personnel. Assistance in retention of Navy personnel will be provided by the Command Career Counselor of the Navy Personnel Office and will be in compliance with current directives. Re-enlistment requests will originate with the member's unit and be forwarded via the Navy Personnel Office of the division exercising operational control over the members unit, to the appropriate section of Chief, BUPERS, Washington, D.C.

a. A Navy unit career advisor will be appointed within the deploying unit to be the primary assistant for career information and to assist the commander with career planning for Navy personnel.

b. Retention, advancement, and separation results for deployed units will continue to be credited to the parent division.

c. Special requests (i.e., "C" schools, Fleet Reserve, etc.) will be forwarded via parent organizations for their endorsements prior to forwarding to BUPERS for appropriate action.

3001. MAIL AND POSTAL AFFAIRS

1. Predeployment Liaison. At least 45 days prior to deployment to Okinawa, the postal officer and mail clerks of the deploying unit will contact the command/installation Postal Officer for a predeployment brief on mail routing. Unit postal officers should have the following information on hand at the predeployment brief:

a. Title of units to be deployed, advance party, rear party detachments, etc..

b. Dates of deployment of above units

c. Any special circumstances of locations concerning deployed units.

2. Arrival at Deployment Site. Within two days of arrival on Okinawa, the deployed unit's postal officer will contact the MCB Camp S. D. Butler Postal Operations Officer, Building 820 Camp Kinser, for guidance concerning mail handling, routing, and services available while deployed. Personal mailing addresses will be supplied by the Postal Operations Officer prior to deployment, or by the advance party upon arrival in WestPac.

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3. Redeployment/Return Liaison. The deployed unit's postal officer must contact the Postal Operations Officer 45 days prior to redeployment for rerouting of mail and any special service requirements. Immediately upon departure from Okinawa, all deploying units will notify the Commander, MCLB Albany (Code 82A) by message of their address and request that they update their TAC 1 mailing addresses and TAC 2 shipping address in the DODAAD per MCO 4420.4.

3002. MILITARY PAY AND ALLOWANCES

1. Deployment Records/Travel Itineraries. It is imperative for all deploying units to maintain accurate deployment records throughout the TAD period. All advance party and main body movements will be documented by DD Form 1351 (Travel Claim), regardless if the claim requires disbursing settlement. A separate travel itinerary with an attached roster of personnel is required for each flight of personnel (advance party/main body). Departure time/date from the permanent duty station (PDS) should depict commencement in a group travel status or issuance of meal cards, whichever is earlier.

2. Basic Allowance for Quarters (BAQ) (Own Right). For those Marines and Navy personnel who are receiving BAQ (Own Right) at their permanent station and deploy with their unit to WestPac on TAD (PCS not involved), entitlement to BAQ (Own Right) continues throughout the TAD period of deployment providing member continues to pay rent. This rule applies to all personnel drawing BAQ (Own Right) who will participate in WestPac unit deployments. Rule 14, Table 3-2-3, Department of Defense Financial Management Regulation (DODFMR) applies.

3. Special Pay-Foreign Duty (Enlisted Only). Foreign duty pay is payable to enlisted members otherwise entitled to basic pay who are assigned to duty at certain places outside the 48 (CONUS) states and the District of Columbia. Okinawa is not creditable for foreign duty pay. DODFMR and the MCTFSPRIM provide specific details on entitlement and reporting procedures.

4. Family Separation Allowance (FSA). Entitlement to FSA-Type II is payable under the following conditions:

a. Member has dependents residing in CONUS/Hawaii.

b. Member's dependents were authorized transportation and did relocate at government expense to member's PDS. This paragraph does not apply to members not in receipt of competent orders authorizing dependent transportation prior to deployment.

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c. Member's dependents who temporarily move away from the PDS to coincide with an upcoming deployment are entitled to FSA-Type II provided the aforementioned prerequisites are met.

d. FSA-Type II will be reported by the gaining 3d Marine Division battalion for CONUS/Hawaii UDP companies and batteries

5. Per Diem. While deployed from their home base to a garrison situation, personnel will normally be entitled to per diem allowances in accordance with the JFTR. Use of government quarters, including those designated as inadequate, and the use of government messing facilities are directed as military necessities to maintain unit integrity. Per diem checks for Navy personnel will be prepared by the Marine Corps Disbursing Office.

6. Standard/Flat Rate Per Diem Allowances. JFTR, Volume 1, authorizes the use of standard/flat rate per diem allowances at the discretion of the individual service secretaries. The authority to determine rates and the mechanics of their use has been delegated to CMC by the Secretary of the Navy. MCO 7220.39 implements the standard/flat rate per diem allowances for units participating in the UDP.

a. Standard/flat rate per diem allowances are applicable to all travel in conjunction with the rotation of units to WestPac under the UDP, with the following exceptions:

(1 Individual travel executed separately from the unit.

(2 Advance/rear parties

b. Standard/flat rate per diem allowances are used for the purpose of reducing the administrative work load in disbursing offices and personnel offices supporting the UDP. Use of these rates will have as the overriding consideration the reimbursement to the individual member of a total per diem entitlement approximately equal to that prescribed by JFTR, Volume 1.

c. Standard/flat rate per diem allowances will be paid in all WestPac locations where quarters and messing are available, to include periods of field duty. These rates will not be used to determine per diem entitlement when quarters or messing is not available. In these cases, the provisions of JFTR, Volume 1, apply

d. Per diem entitlements do not accrue and allowances will be paid when a member is in the following status:

(1 Group travel

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- 2) On leave, whether taken overseas or in CONUS/Hawaii
- 3) Sick in a hospital/dispensary
- (4) Unauthorized absence for a period of 24 or more consecutive hours.
- (5) In hands of foreign authorities.
- 6) Confined in a brig.
- (7) Assigned to a rehabilitation center/activity
- (8) Aboard ship.

e. Personnel permanently assigned to WestPac units who are temporarily assigned to UDP units will not draw UDP standard/flat rate per diem. These personnel will continue to draw entitlements in accordance with JFTR, Volume 1. Personnel permanently assigned to UDP units who are temporarily reassigned outside their unit will continue to draw standard/flat rate per diem.

f. Unit messing is essential for UDP units. Therefore, enlisted members of the unit and enlisted members attached to the unit will be provided subsistence-in-kind in lieu of the subsistence portion of per diem. Reimbursement for occasional meals is not authorized. All UDP companies and batteries will be required to deploy with meal cards during WestPac deployments. Advance party personnel meal cards will accompany the main body for issuance upon arrival when Defense Personal Management Act (DOPMA) BAS will be stopped. Lost meal cards will be replaced by the gaining 3d Marine Division organization and recovered prior to rotation. Lost meal card statements will be completed and forwarded to the appropriate parent command. UDP companies and batteries will provide an accurate listing of meal card numbers upon arrival in WestPac to the appropriate gaining battalion.

g. The standard/flat rate per diem allowances are validated/reconciled semiannually at HQMC to ensure that: the rates are based on current WestPac per diem rates; they reflect the anticipated amount of field duty of deployed units; and their use approximates the individual entitlement per the JFTR, Volume 1. In this connection, certain unit deployment data is required to be submitted by each deployment unit. Ten days prior to redeploying, units will report the required data to the Commanding General, 3d Marine Division (AC/S, Comptroller) in the format provided in Appendix F.

h. Upon arrival of a unit in WestPac, the unit commander and the Central Travel Office will establish a schedule for payment of per diem advances for Navy personnel.

7. Split Pay. Deployed units establishing Requested Split Pay Amounts (RSPA) are reminded to report only TTC 156 000. Split pay will be activated automatically once the DSSN changes to 6160 upon arrival in WestPac. Once redeployed to the CONUS/Hawaii PDS, it is recommended the unit report an event entry to zero all RSPAs. This will prevent an arbitrary and unwanted commencement of split pay on future deployment. Refer to the MCTFSPRIM for further reporting instructions.

8. COMRATS/DOPMA BAS. Commencement and termination of COMRATS/DOPMA BAS is commonly reported incorrectly for enlisted members. The following table illustrates proper reporting times:

ADVANCE PARTY

<u>PERIOD</u>	<u>TYPE ORDERS</u>	<u>ACTION TAKEN</u>
		1) Stop "COMRATS" one minute prior to the time of departure from PDS (if applicable). (Note 1) 2) Start "COMRATS WHILE TAD" for all enlisted members of the advance party at 0001 the day after arrival at deployed site.
Initial deployment	Individual	Start "COMRATS WHILE TAD" at the time of departure for all enlisted members of the advance party.
Upon arrival of the main body in WestPac (Note 2)	N/A	Stop "COMRATS WHILE TAD" at one minute prior to the arrival of the main body at the deployed site.

MAIN BODY

<u>PERIOD</u>	<u>TYPE ORDERS</u>	<u>ACTION TAKEN</u>
Initial deployment	Group	1) Stop "COMRATS" one minute prior to departure time from PDS, or 2) Stop "COMRATS" at the time meal cards are issued, whichever is earlier. (Note 3)

Initial deployment	Individual	1) Start "COMRATS WHILE TAD" at the time of departure for all enlisted members of the main body. 2) Stop "COMRATS WHILE TAD" at one minute prior to arrival at the deployed site.
Concurrent TAD (Note 4)	Individual	Credit TAD rations from time/date of departure to time/date of return.

Note 1: Enlisted members are subsisted-in-kind during periods of Group Travel.

Note 2: The first flight that arrives at the deployed site constitutes the main body.

Note 3: If meal cards are issued prior to departure from the PDS, it is recommended that this be annotated on the travel claim completed for record purposes.

Note 4: Attendance at on-island schools (SNCO Academy, Division Schools, etc.) is considered in support of the UDP and no entitlement to locality per diem or TAD rations exists. standard/flat rate per diem remains in effect.

9. Advance Party Per Diem Payments. The parent command will ensure that all advance party personnel are paid per diem advances prior to deployment and have sufficient financial assets to subsist until arrival of the main body.

10. Navy Personnel Financial Records. Navy personnel will deploy with a mini-master PFR to include latest copy of their LES and appropriate entries detaching the member from the parent unit SDS account. This permits PSD Kadena to bring the member's pay account into active status on the local SDS system for paying the member, printing LESSs, and making changes as required for the member with a minimum of phone and message traffic.

3003. MEDICAL

1. Immunization and Health Records. BUMEDINST 6230.1 outlines policy and procedures for immunization of personnel deploying overseas. Immunizations will be completed by C-30. Health records will not be hand carried by individuals.

2. Screening. Predeployment screening is required on all personnel deploying to and from CONUS/Hawaii. Commanders are responsible for ensuring that the following screening is accomplished prior to deployment:

a. Health and dental records are required for each individual.

- b. All personnel are medically suited for overseas assignment in accordance with OPNAVINST 1300-14. Additionally, ensure general medical screening to discover those individuals requiring ongoing specialty care. Direct liaison with Naval Hospital Okinawa should be made to determine availability of suitable care.
- c. Required eye glasses to include optical inserts for the field protective mask are obtained.
- d. Medical warning tags are issued to personnel requiring them
- e. Ear protection (ear plugs) are issued to all deploying personnel.
- f. Blood type and RH factor are recorded for all deploying personnel.
- g. Personnel on the tuberculosis (TB) control program have been identified and treated.
- h. Information pertaining to next of kin is verified on each individual's record of emergency data.
- i. G6PD deficiency screening is accomplished on all personnel in the event of a need for malaria chemoprophylaxis.
- j. All personnel TAD/UDP to Okinawa have been vaccinated against the Japanese Encephalitis Virus (JEV) in accordance with current Naval Preventive Medicine Guidance.

2. Preventive Medicine Classes. Commanders will schedule predeployment preventive medicine classes through the Division Environmental Health Section. Prior to deployment, classes must be conducted in the areas of field hygiene and sanitation, heat/cold injuries, malaria prevention, HIV/AIDS (taught by certified Navy/ARC instructor), gonorrhea and other venereal diseases, and other communicable diseases. Documentation of course completion is required as a part of the Commanding General's Readiness Inspection (CGRI) program.

3004. CONTROLLED DENTAL CARE PROGRAM. Six months prior to deployment, Marines and Sailors identified for deployment shall be screened and scheduled to receive necessary dental treatment. The goal will be that 85% of the personnel are in a Class I or II status prior to deployment to WestPac.

3005. UNIFORMS

1. Minimum uniform requirements for deployed units are listed in Appendix E.
2. Navy personnel issued the large or small special initial clothing allowance shall comply with the minimum uniform requirements set forth for Marines in Appendix E. 3d MarDivO 1020.2 prescribes the wearing of the utility uniforms by Navy personnel while deployed and/or in garrison. Additionally, the order prescribes grooming standards to be adhered to by all Navy personnel.

3006. FUND DRIVES. There are two major fund drives (Navy-Marine Corps Relief and Combined Federal Campaign) and the Savings Bond drive which are conducted throughout the Marine Corps on an annual basis. An organization will participate in the fund drive of the division to which they are assigned for over 50% of the campaign period.

3007. PUBLIC AFFAIRS

1. The policy of the Marine Corps is to provide the American public maximum information concerning or related to all phases of unclassified exercises and operations. Accordingly, within the limits of security restrictions, sufficient information to satisfy public interest in unit deployment operations shall be disseminated.

2. The scope of publicity permitted is limited only by security restrictions. Media releases shall be handled in accordance with routine procedures established for handling local spot news and shall be prepared in accordance with the following instructions:

- a. Deploying units will submit, by message, a proposed news release outlining the event to the parent command no later than C-20, or immediately after the operation final planning conference or confirmation brief.

- b. Deploying units will submit, via their command's public affairs office, a "hold file" master personnel roster to the Fleet Home Town News Center no later than C-20. The command's public affairs officer will prepare the story to accompany the master roster. Care must be taken to ensure up-to-date additions and deletions are made to the master list in accordance with MCO P5720.61.

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CHAPTER 4

OPERATIONS AND TRAINING

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CHAPTER 4

OPERATIONS AND TRAINING

4000. GENERAL

1. Long-Range Master UDP Schedule. Marine Corps Bulletin 3120 provides the current long-range master UDP schedule. It lists units participating in the unit deployment program and their deployment window. The schedule is to be used as a planning document for all matters pertaining to UDP execution. The bulletin includes at a minimum:
 - a. Participating units.
 - b. Specific deployment dates (one week "window"
 - c. Special instructions
2. Classification Instructions. The concept of the unit deployment program and its cyclical nature, to include designation of scheduled units, is not classified. Any reference to unit deployment in connection with deployment of naval shipping, whether scheduled or opportune, will be classified "Confidential" if specific dates, locations, and ship names are given. The fact that a unit will deploy by ship is not classified. The exact date of departure of units deploying by air and their composition will be handled "FOR OFFICIAL USE ONLY."
3. Publications. Each advance party should conduct a close review of 3d Marine Division Bulletin 5215 to ensure all applicable geographically unique operations and training related directives are on hand.
4. Desk Top Procedures/Turnover Files. Geographically unique operations and training related desktop procedures and turnover files will be maintained in accordance with 3d Marine Division policy and will be left in place for arriving UDP units.
5. Communications Shifts. Communications shifts will be conducted in accordance with NTP-47 Fleet Communications, Annex A.
6. Frequency Requests. Frequency requests will be conducted in accordance with USMCEB-M-208-86 and 3d MarDivO P2000.11.

7. Movement Reports. Change 2 to NWP-7, Operational Reports, deletes Marine Corps units from the movement reporting (MOVEREP) system. Accordingly, MOVEREPs are not required for the unit deployment program.

8. Movement. Unit movement will be conducted in accordance with the JFTR and MCO P1000.6 (ACTS Manual). Unexpected changes in planned movements will be reported to the appropriate division commanders by the most expeditious means, followed by message traffic.

4001. OPERATIONS

1. Scheduling. The basic planning document within the 3d Marine Division is the 18-month Training, Exercise, and Employment Plan (TEEP). Scheduling of exercises and training deployments within III MEF is partly driven by shipping availability. Accordingly, the 3d Marine Division TEEP is published subsequent to each 7th Fleet Operations Planning Group (FOPG) meeting (2-3 times per FY), rather than on a strict quarterly basis. Each UDP sourcing division is on distribution for the 3d Marine Division TEEP. UDP units will review the 3d Marine Division TEEP for scheduled exercises/deployments not later than C-90. Conversely, the 3d Marine Division is on distribution for all sourcing divisions' training plans. UDP units will review parent division training plans prior to redeployment (NLT C+90).

2. In-Briefs. For battalion-level deployments, the advance party S-3 representative will visit the regimental S-3 section as soon as possible after arrival to receive an operations and training in-brief tailored to the unit's deployment schedule.

Contingencies

a. There is one standing contingency mission within the 3d Marine Division which may be assigned to UDP units, the Alert Contingency MAGTF (ACM). Battalions can expect to be assigned as either the Lead Echelon (LE) or Follow on Echelon (FOE).

b. Battalions will be assigned to either the LE or FOE based upon off-island training commitments and UDP scheduling requirements. Duration of these commitments will largely depend upon scheduled training and off-island deployments.

c. All UDP Battalions should come prepared to execute as either the LE or FOE within 15 days of arrival on Okinawa.

4. Division LOIs. A 3d Marine Division LOI is published, by message, normally 45 days in advance for each exercise below the division level, training deployment, and contingency assignment. A copy of the message is provided to the parent division whenever it involves a UDP infantry battalion, and the LOI is published prior to C-Day. Otherwise, a copy of the LOI is provided to the OPCON battalion/regiment for company/battery level UDP units. Each LOI will provide, at a minimum, the following:

- a. Force List.
- b. Mission
- c. Concept of Operations.
- d. Training Objectives.
- e. Schedule of Events
- f. Logistics Instructions
- g. Exercise/Deployment Funding Data.
- h. Communications Instructions.

5. Passports. A no-fee regular passport is required to travel to Thailand, Malaysia, and Indonesia in conjunction with exercise liaison visits. The unit commander should designate key personnel to obtain passports prior to departing CONUS/Hawaii. Passports may be obtained from the American Consulate, Okinawa, as a last resort. MCO 5512.4 is the reference for obtaining no-fee regular passports.

6. Range/Training Area Scheduling. The 3d Marine Division conducts exercises and training deployments to the Republic of Korea (ROK), mainland Japan, and Thailand on a recurring basis. The timing of these exercises, in relation to UDP deployment to WestPac, may require submission of training area and range requests prior to the arrival of the advance party (approximately C-30). The gaining 3d Marine Division regiment/battalion will be responsible for the timely submission of range requests prior to UDP unit arrival on Okinawa.

- a. ROK. Training deployments and exercises are conducted in two general areas in the ROK, north of Seoul in the vicinity of Unchon (home of the U.S. Army 2nd Infantry Division), and in

the southeastern part of the peninsula in the vicinity of Pohang (home of the 1st ROK Marine Division).

(1) The 2d Infantry Division (2d ID) is the scheduling authority for U.S. ranges and training areas in the Unchon area. Range and training area requests may be submitted no earlier than 90 days in advance and no later than 60 days in advance of scheduled training. Since exercises and training deployments to the Unchon area are at the infantry regiment or artillery regiment/battalion level, scheduling requests will be initiated at the regimental level within the 3d Marine Division. 2d ID Regulation 385-2 contains pertinent information on range regulations and scheduling.

(2) The 1st ROK Marine Division is the scheduling authority for ranges and training areas in the Pohang area. Training deployments to the Pohang area are conducted at the infantry battalion (REIN) level. Scheduling is conducted via a series of liaison visits between the battalion and 1st ROK Marine Division. An initial training plan is submitted and coordinated during an initial liaison visit usually conducted by the advance party. The training plan is then finalized through a second and final liaison visit usually conducted after the main body has arrived on Okinawa.

b. Mainland Japan. The 3d Marine Division conducts training deployments to the Camp Fuji area and bilateral exercises with the Japanese Ground Self Defense Forces (JGSDF) at various locations on mainland Japan.

(1) Fuji Deployments. The JGSDF at Fuji Schools is the scheduling authority for ranges and training areas at Camp Fuji. Headquarters Battalion, Camp Fuji is the local U.S. Forces representative and coordinates all requests with Fuji Schools. Fuji deployments may be conducted with various size units. Additional units (artillery and assault amphibians) have prepositioned equipment and personnel at Camp Fuji in order to facilitate training. Range and training area requests are scheduled on a quarterly basis, one quarter in advance of scheduled training. Due dates for quarterly requests are promulgated by a Headquarters Battalion, Camp Fuji message. The 3d Marine Division will coordinate with the parent division for Fuji range and training area requests prior to UDP deployment. Camp Fuji Order P3500.1 contains pertinent information on regulations and scheduling for Fuji ranges.

(2) Bilateral Exercises. Training plans for bilateral exercises with the JGSDF are coordinated through a series of liaison visits between the training unit and JGSDF representatives similar to the process outlined in paragraph 4001.6a(2) above.

c. Thailand. Training deployments to Thailand are usually at the infantry, engineer, or reconnaissance company level. Training plans for deployments to Thailand are coordinated between the training unit and the Royal Thai Marine Corps (RTMC) via a single liaison visit conducted approximately 30 days prior to deployment to Thailand.

7. Language Capabilities. UDP units should screen and identify foreign language capabilities of their personnel prior to arrival at 3d Marine Division. Language capabilities of particular use to 3d Marine Division are Japanese, Thai, Korean, Tagalog, Malaysian, and Indonesian. After the UDP unit screening is completed, identified personnel should be further screened for actual capabilities by interrogator-translator personnel. These actions will be initiated by the G-1 of the parent division. Upon arrival at 3d Marine Division, a current roster of Marines possessing language capabilities will be provided to the Assistant Chiefs of Staff G-1 and G-2, 3d Marine Division.

4002. TRAINING

1. General. Training within the 3d Marine Division will be mission and performance oriented, with emphasis on safety. Training programs will be designed to support contingency requirements. As such, individual and unit training will be conducted as necessary to meet these requirements. Training publications and references that set policy and provide guidance as to the conduct of training within the 3d Marine Division are:

- a. TEEP. DivBul 1500 (C).
- b. Long Range Training Plan. DivBul 1500
- c. Training Bulletins. DivBul 1500 Series.

2. Individual Training. Units should deploy to Okinawa prepared to be employed in combat. All individual training should be accomplished as early as possible prior to deployment.

a. Marksmanship Training. All Marines, to include those in deploying units, are required to requalify with individual weapons annually (each fiscal year) as set forth in MCO 3574.2G. It is imperative that UDP units arriving in the last half of the fiscal year qualify at least 70-75% of personnel with the rifle and pistol as lack of range/quota availability and exercise/deployment schedules could negatively impact upon the unit's chance of achieving a 100% qualification opportunity. In addition, valuable unit training time may be lost in order to fulfill requalification requirements.

b. Swim Qualification. Swim qualification training is available during the summer months and units will be required to conduct this training based on permanent party swim qualification needs. Units should, however, attempt to qualify as many Marines as possible before deploying to the 3d Marine Division.

c. Marine Corps Institute (MCI). All units deploying to the 3d Marine Division should contact MCI by C-60 to ensure timely receipt of Unit Activity Reports (UARs) while deployed.

d. Professional Military Education (PME). As part of the PME program, units deploying to the 3d Marine Division will be required to manage their individual programs to the fullest extent.

e. Division Schools. Courses include: (Classes per Qtr/Quota per class).

Infantry Squad Leaders Course (1/39).

Training Set Fire Observation (TSFO) Course

(a) Basic course (4/20)

(b) Advanced course 1/20)

MIMMS

(a) Clerks' course 2/24)

(b) Leaders' course (1/24)

NTA Courses

Field skills course (6/150)

(2 Combat skills course 6/150)

g. Quota Management. The following are some guidelines to assist in requesting support from Division Schools and the Northern Training Area (NTA):

(1) Quotas are requested by organizations/units on a quarterly basis. UDP units should coordinate with their 3d Marine Division organization to which assigned well in advance to ensure the quota requests are included in planning.

(2) Mobile Training Teams (MTTs) may be requested on an as-needed basis.

3. Special Training Requirements

a. Status of Forces Agreement (SOFA) Training and Welcome Aboard Indoctrination. Upon arrival at 3d Marine Division, units will be required to receive a SOFA and Welcome Aboard Indoctrination. UDP units will ensure this requirement is coordinated with their WestPac parent command.

b. Acclimatization Training. 3d MarDivO 6200.2E concerns heat casualties and establishes a 21 day critical period for all personnel who arrive on island during the hot season (May-October). Units that arrive on Okinawa during this period must be aware that the heat and humidity have a tremendous impact on unacclimatized personnel during stressful activity. A good physical conditioning program prior to arrival will assist units in adjusting rapidly to the climate in WestPac.

c. Terrorism Awareness Training. This training will be coordinated with the UDP unit's WestPac gaining organization within one month of arrival at the 3d Marine Division, and at a minimum, on a quarterly basis thereafter. After the initial training is completed, it is the responsibility of the UDP commander to schedule recurring terrorism awareness training as required.

d. Ground-Air Integrated Training (GAIT). Due to the number of contingency requirements and exercise deployments, it is essential that units deploying to 3d Marine Division maximize the GAIT program. GAIT accommodates the GCE's and ACE's training objectives while increasing their overall readiness and optimizing aircraft utilization. GAIT is conducted for a five-day period, once per month. Units are required to conduct GAIT periodically while in WestPac to support safety requirements and

prepare for exercise and contingency operations. The End State of GAIT is to heighten awareness of capabilities and limitations between the GCE and ACE.

e. Nuclear, Biological, and Chemical Defense (NBCD) Training. Units deploying to the 3d Marine Division are to ensure they have all participated in a CS mask/chemical protective over-garment (CPOG) confidence exercise prior to arriving in WestPac. Entries are required on unit basic training records (BTRs). UDP units will also ensure that all individual training requirements specified in MCO 1500.40 are completed and that all NBCD Teams (Control Center, Monitor and Survey, and Decontamination) are formed and trained prior to deployments.

4. Unit Training Opportunities. A number of unique off- and on-island training opportunities are available for units deploying to Okinawa.

a. Off-island training includes exercises as part of a contingency operation or separate battalion/company training at Camp Fuji, Korean Incremental Training Program (KITP), Thailand Incremental Training Program (TITP), and other training as published in the TEEP. Some of the training available with regard to these deployments are:

(1) Fuji

- (a) LAV 25mm gun range.
- (b) Live fire ranges (all Bn organic weapons).
- (c) Live fire and blank maneuver ranges.
- (d) Bn/Co tactics areas.
- e) Indirect fire ranges
- (f) SimCas ranges
- (g) Demolitions and hand grenade ranges.

2 KITP

- (a) Live fire and maneuver ranges.
- (b) Indirect/direct fire ranges.

c Bn/Co tactics areas

(d) Mountain Warfare School.

(e) Military Operations in Urban Terrain (MOUT)
(combat village) training.

f) Demolition and hand grenade ranges

TITP. (Annually) company-size units.

(a) Combat engineer demo and obstacle breaching

(b) Bn/Co organic weapons live firing.

(c) Indirect weapons firing.

(d) Jungle warfare training.

(e) Bn/Co maneuver areas

b. On-island training includes organic weapons live fire at various ranges within the Central Training Area (CTA). The NTA provides opportunities for battalion, company, and platoon-size operations either independently or as part of the NTA training packages. Some of the on-island training opportunities include:

1 Water surface area training (AAVs).

(2) Indirect fire ranges (max ord=1000 feet).

(3) NBC training (gas chambers).

(4) Direct fire ranges (Bn organic weapons except TOW)

Bn/Co maneuver areas

Live fire/maneuver areas (small units).

(7) Patrolling/jungle warfare training.

Field skills training (NTA)

(9) Combat skills training (NTA).

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(10) CAS/TACP training (W-174)

(11) Demolition/hand grenade ranges

(12) Laser safe ranges (2).

(13) Limited range training ammunition/short range training ammunition (LRTA/SRTA) ranges.

14 Sniper Rifle

(a) 600 yards known distance.

(b) 1000 yards unknown distance.

(15) LAV 25mm gun ranges (stationary position/stationary target) (extremely limited range).

(16) M-2 .50 cal ranges (stationary target; must use a restricting device "cage").

(17) MK-19 40mm HE. (May be fired as long as the fire danger rating is not too high).

5. Training Requirements. A number of training requirements exist for units deploying to the 3d Marine Division.

a. Primary Marksmanship Instructor (PMI) Training. The UDP unit's ability to maximize requalification firing quotas will be greatly enhanced if qualified PMIs have already been trained prior to arrival in WestPac. PMI instruction by Base Range Personnel is limited.

b. Range Safety Officer (RSO) Qualification. UDP units will be required to provide a number of Officers/SNCOs for RSO certification as soon as possible upon arrival. This requirement is coordinated through the gaining command with Base Ranges and entails the following:

(1) Attend a class given by Base Range personnel (1 1/2 hours)

(2) Attend a range tour sponsored by Base Range personnel.

(3) Receive an RSO card upon completion of above requirements (valid for one year).

c. Mobility/Counter-Mobility (M/C-M) Trained Marines. There are insufficient M/CM-trained personnel to include in the UDP rotation. As this population increases, they will be included, incrementally, in the UDP. In the meantime, the Amphibious Assault Battalion (AABn) that deploys units to 3d Marine Division will identify six M/CM-trained 1833s at the start of each UDP rotation as stand-by personnel to deploy to 3d Marine Division if the operational need arises. These identified Marines will remain with the M/CM platoon in the AABn and continue their training.

6. Training Evaluation. Units deploying to the 3d Marine Division will be given a SAV by the Division G-3 Training section during their deployment. This SAV will normally be scheduled within the first two months of arrival. MCCRES evaluations of UDP units will not be conducted by the 3d Marine Division.

7. Training Coordination. Units deploying to WestPac on UDP will coordinate all training with their gaining organizations (regimentas/battalion). Advance parties are encouraged to make an appointment to visit the Assistant Chief of Staff, G-3, and the G-3 Operations, Plans, and Training sections shortly after arrival to WestPac.

8. Training Statistics. The advance party, upon arrival, will furnish statistics to G-3T on marksmanship training (rifle and pistol), PFT, MBST, swim qualification, and school-trained scout snipers in the following format.

a. Marksmanship Training (Rifle)

Number required to fire
Number fired
Need to fire
% Qualified

b. Marksmanship Training (Pistol)

Number required to fire
Number fired
Need to fire
% Qualified

c. Physical Fitness Test

Number required to test
Number tested
Need to test
% Qualified

d. Marine Battle Skills Test

Number required to test
Number tested
Need to test
% Tested

e. Swim qualification

Number required to test
Total tested
Tested and qualified
Tested and unqualified
Remain to test

f. Scout Snipers (School Trained)

9. Training Packages. The 3d Marine Division will provide a training package by C-180 to the parent division or the deploying unit. At a minimum the package will include:

- a. Division Master Training Plan
- b. Base Range Regulations

4003. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

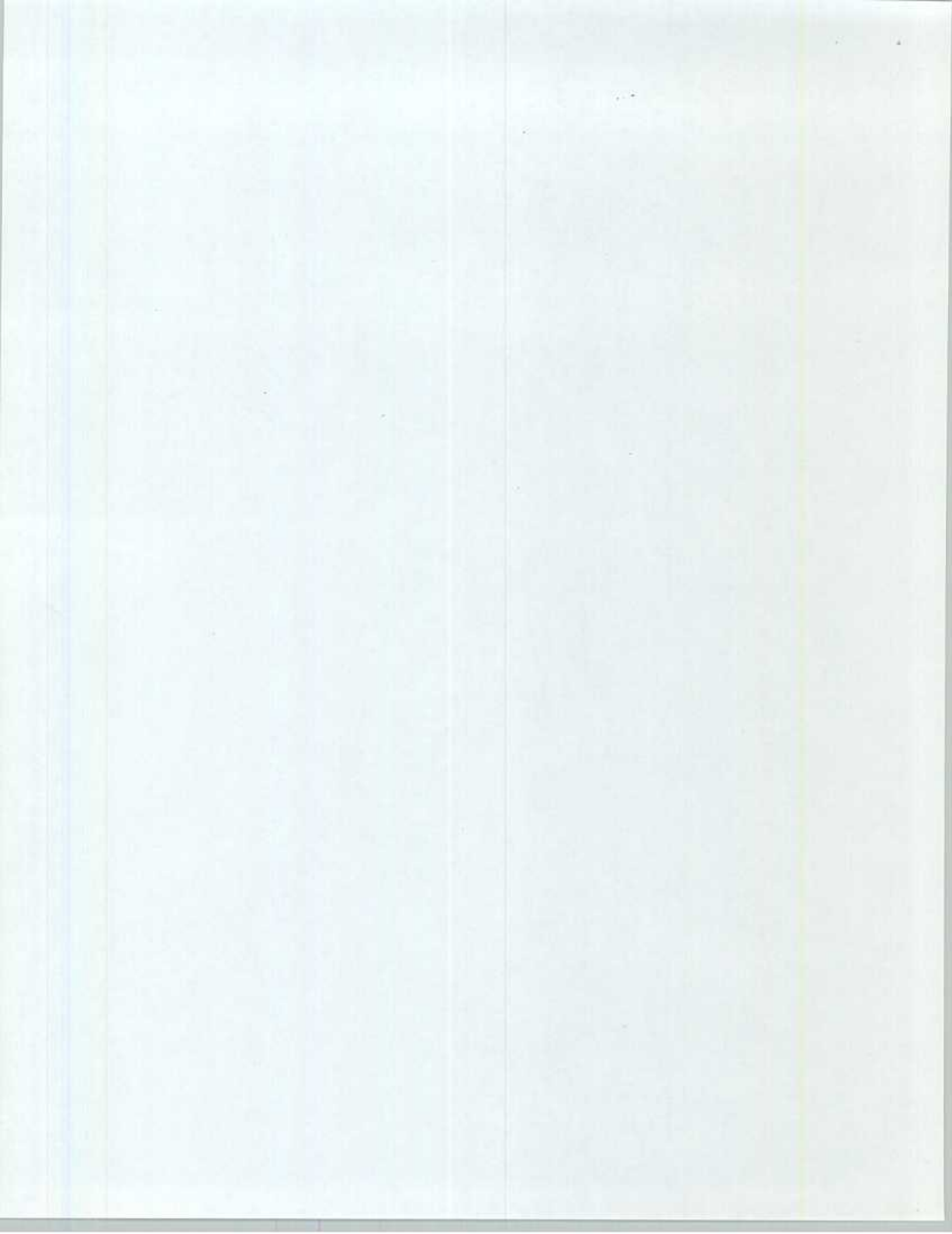
- 1. Units participating in the UDP will deploy at a minimum of C-2.
- 2. SORTS reporting will be in accordance with MCO P3000.13D, ALMAR 126-95, and SORTS advisories 1-94, 2-94, and 1-95.
- 3. Deploying units will ensure compliance with directions contained in Letters of Instruction issued separately and the milestones contained in Appendix A. The MARFORPAC SORTS officer will continue to promulgate validations of SORTS reports.
- 4. The SORTS validation report date is the date in the remarks ANAME card. The 30-day validation will be dated and submitted before it becomes more than 30 days old. The reports will not be delayed by higher headquarters in the submission chain.
- 5. SORTS inspections will be conducted in accordance with 3d MarDivO P5040.3D and Chapter 6 of this order.

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CHAPTER 5

LOGISTICS

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CHAPTER 5

LOGISTICS

5000. SUPPLY

1. General. Organizations deploying to WestPac will assume the supply account of the redeploying organization. Deploying organizations/units will leave all supplies and equipment in place except as directed by the MARFOR commander.

2. Address Change. On C-Day, a unit will assume the Activity Account Code (AAC) of the organization it is replacing. This will require a Department of Defense Address Activity Directory (DODAAD) change, per MCO 4420.2, to be coordinated through the Division Supply Officer and the Assistant Chief of Staff, G-4. The AAC will not move with the deploying units; only the "in clear address" will move; e.g., M13220, 1st Battalion, 5th Marines would be changed to M13220, 2d Battalion, 5th Marines.

3. Equipment Readiness During Deployment. The potential for degradation of equipment readiness exists during deployment because of changes in equipment owners and short term assignment of equipment users. Subordinate commands must establish clear and detailed inspection and maintenance procedures to prevent equipment readiness degradation.

4. Logistics Reporting. Logistics reporting will be in accordance with MCO P4790.2.

5. Account Inventory. The following actions, duties, and responsibilities will be followed:

a. Responsibilities of the Outgoing Battalion Commander

(1) At C+105, or 45 days prior to the scheduled turnover date (whichever date occurs later in the deployment), obtain an updated serialized weapons listing from Naval Weapons Support Center (NWSC) Crane, Indiana, a new Mechanized Allowance List (MAL), and the most recent Equipment Allowance File (EAF) to conduct an internal reconciliation of the supply account. Consolidated memorandum receipts (CMRs) will also be requested for garrison property, plant property, and special services accounts. A CMR will be given to each responsible officer (RO) to conduct the inventory/reconciliation, report deficiencies/excesses, and sign within 15 days. Sufficient copies of the MAL and CMR will be requested to assist in the conduct of joint inventories with members of respective advance parties.

(2) Prior to the scheduled turnover, ensure that all individual equipment and T/E items on loan are returned, except for those items specifically addressed in the parent division LOI for execution of specific UDP movements.

(3) At least 20 days prior to scheduled turnover, conduct the quarterly CMR reconciliation. Ensure that ROs bring all discrepancies noted during inventory to the attention of the supply officer. The supply officer will inform the commander of all discrepancies and the commander will investigate, drop items from property records, affect cash/checkage sale, etc., as appropriate. If an investigation is initiated, it should be completed prior to the scheduled redeployment date. In those cases where the action cannot be completed, the commanding officer will inform the regimental commander in his Certificate of Relief Report. In those cases where he directs the supply officer to submit adjustment transactions, copies of those transactions will be retained in the voucher file.

(4) At least 13 days prior to turnover, conduct a review of the voucher file and the Money Value Loss/Gain report to ensure pending adjustments have been processed into the update. In addition, conduct a review of the Loaded Unit Balance File (LUBF) and the Balance Analysis Report to determine what file maintenance has to be performed prior to the turnover.

(5) At least 10 days prior to turnover, review the fiscal records of the unit. Check and verify the following information:

Total funds authorized.

Total funds obligated

(c) Total dollar value of the pending and cancellation files.

Total available balance.

(e) A list of all unfunded deficiencies to include SL-3 components has been prepared and forwarded to the fund administrator.

Status of outstanding fiscal transactions.

(6) Two days prior to the turnover, brief the regimental/battalion commander on the status of the supply account.

7 During the turnover, ensure that the RO or the

designated representative is available to conduct the joint inventory of equipment with the replacement RO from the incoming unit. Ensure advance party ROs properly turn over their account prior to departure.

(8) Prior to relief, the commander will submit a certificate of relief to the new commander, with copies to the Division Supply Officer and to his regimental commander. The relief letter will be completed in accordance with MCO P4400.150D and will contain, at a minimum, the following:

(a) Results of supply inspections/analyses conducted within the past twelve months and remedial actions taken.

(b) Overages and shortages of T/E items and actions taken to alleviate or minimize these conditions.

Supply problems/pending projects.

Accuracy of records.

(e) Effectiveness of established supply SOPs

(f) Condition of material in stock and in use.

(g) Quality of support being furnished by the supply system.

(h) Material on-hand readiness posture of the unit for combat essential equipment (CEE):

1 Qty CEE possessed vs % ready

2 Qty CEE authorized

(i) Results of fiscal turnover with fund administrator.

(j) Listing of major discrepancies

(9) Deploy with Individual Memorandum Receipt (IMR) cards for Marines who are transferring individual equipment. Adjust the property records MAL for items which are being transferred in accordance with the parent division LOI.

(10) Forty-five days prior to turnover, the outgoing commanding officer will conduct telephone liaison with the incoming commanding officer to advise him of any recommended supply actions in support of the TEEP.

(11) Thirty days prior to scheduled turnover, conduct a thorough validation of Outstanding Undelivered Orders planning estimate (PE) and Unfilled Orders requisitional authority (RA) for the current year to ensure only valid obligations are maintained on the official accounting records of the UDP battalion.

(12) Conduct final verification of Public Funds and verify that all public funds accounting is correct. Ensure that all pending missing gear statements have been completed.

(13) Verify that all required collections of personal effects have been accomplished and that all personal effects collected are being managed properly.

(14) Ensure there are no pending investigations or Missing, Lost, Stolen, or Recovered (MLSR) reports of unit equipment. Ensure appropriate supply action has been taken on all investigations that have been completed.

(15) Conduct a thorough reconciliation between all asset tracking for logistics and supply system (ATLASS) and supported activities supply system (SASSY) files. Correct file imbalances by appropriate transactions or accept a fresh SASSY overlay from the SASSY management unit (SMU).

(16) Ensure all exercise subsistence has been turned into the SMU.

(17) Ensure the five year file contains all required letters.

b. Responsibilities of the Commanding Officer, 4th Marines, 12th Marines, and Combat Assault Battalion (CAB)

(1) Forty-five days prior to turnover, ensure that the regimental/battalion Supply Officer schedules the date for a complete inventory for the Supply Officers and/or Supply Chiefs of the rotating units. This inventory must be completed by C-20.

(2) Fifteen days prior to turnover, ensure that the regimental/battalion Supply Officer is available to review the MAL, CMR, Money Value Loss/Gain Report, Voucher File, and LUBF of the outgoing unit.

(3) Eleven days prior to turnover, ensure that the regimental/battalion Supply Officer reviews the fiscal records of the outgoing unit.

(4) Ensure that the regimental/battalion Supply Officer is available during the turnover inventory to ensure that it is being conducted properly and that the condition of the equipment is being properly identified. Ensure that property records are adjusted for all items which are being transferred.

(5) Ensure that all discrepancies surfaced during turnover are corrected prior to the rotation date.

(6) Ensure that the rotating unit commander provides a certificate of relief.

(7) Forward a report to the Commanding General, 3d Marine Division indicating the status of the supply account of the rotating unit.

c. Responsibilities of the Arriving Battalion Commander

(1) Upon arrival of the advance party, the commander or his designated representative will conduct a joint review of the MAL, CMR, Money Value Loss/Gain Report, Voucher File, and LUBF between the outgoing and arriving commanders. Both of the rotating organization supply officers and/or supply chiefs will be present during this review to answer any questions.

(2) Ensure that adequate personnel are available to conduct a thorough inventory of the outgoing commanders' equipment, and that the condition is recognized and reported.

(3) Three days after the arrival of the advance party, conduct an inventory of all equipment owned by the departing unit and upon completion of the inventory, report all findings to the outgoing commander and the regimental commander.

(4) Not later than 10 days after the arrival of the advance party, review all fiscal records to ensure that the unit has funds to operate and is not over obligated. Additionally, contact the regimental commander or, in his absence, the Division Comptroller and request the following information:

Funds authorized to date

Funds obligated to date.

Available balance.

(5) Not later than 13 days after the arrival of the advance party, ensure that the ROs or their designated representatives inventory and sign their CMRs. All discrepancies

noted during the inventory will be brought to the attention of the unit Supply Officer who will make a report to the unit commander.

(6) Verify the actual funds available after inspecting the pending and canceled files and validating all undelivered orders (UDOs).

(7) Review the list of unfunded deficiencies prepared by the outgoing unit commander.

(8) Not later than 15 days after the arrival of the advance party, make a report to the regimental commander on the status of the supply account. Provide a copy to the Division Supply Officer and the rotating commanders. The report must be made prior to the departure of the outgoing commander.

(9) In accordance with paragraph 2008.1 of this SOP, ensure that the departing unit leaves behind all geographically unique, supply-related directives.

(10) The arriving commander should ensure that all supply related appointments from the previous command have been revoked and that new appointment letters are prepared and distributed for individuals presently in the unit and assigned those duties.

(11) Prepare and submit a 12-month operating budget to the host regiment and brief the officer-in-charge of the UDP battalion advance party with a copy provided to the AC/S, Comptroller. Note: Fiscal/accounting is consolidated at the regimental level. Fund authorizations are provided to the commanding officer of the regiment. Internal breakdown and redistribution of funds to the individual UDP battalions is handled internally without knowledge of the AC/S, Comptroller for budgeting and planning purposes.

(12) Conduct the necessary inspections of the supply records and procedures to validate the condition of the account. At a minimum, these inspections will include personal spot-checking of material in stock and personal examination of records and procedures in sufficient detail to provide an evaluation of the accuracy of records and efficiency of supply operations. This inspection must be completed within 30 days after assuming the account. An endorsement to the certificate of the previous commanding officer must be made indicating the findings of the new commanding officer. Ensure a copy of the endorsement is provided to the regimental commander and the Division Supply Officer.

d. Responsibilities of the Division Supply Officer

(1) Provide technical assistance as requested by the regimental commander.

2) Closely monitor all transactions involving rotating units.

6. Repair Parts. A unit reconciliation will be conducted in accordance with paragraph 1703.b(8) of UM 4400.127 for all outstanding demands. Appropriate transactions will be accomplished to provide the unit assuming the account with the current status of all outstanding demands. Paragraph 3007.1 of 3d MarDivO P4400.22K applies for Okinawa turnover files. The outstanding backorders held by the supporting Maintenance Float Activity Issue Point will be reconciled at the issue point, by the advance party, no later than 15 days after their arrival.

7. Property on Loan. The organizational Supply Officer will recover all property held on loan 30 days prior to redeployment. No loans are authorized after C+150 days. Property lost or not recovered is subject to adjustment or investigation, as appropriate.

8. Recovery of Individual Equipment Not Carried. All items of individual equipment other than those addressed in the LOI will be recovered and stored in the unit supply warehouse for use by the arriving unit.

9. Naval Weapons Support Center (NWSC), Crane, Indiana Reporting. Units will conduct the annual physical inventory of all serialized small arms in accordance with MCO 8300.1c upon receipt of the machine-produced listing from NWSC. Units may also request an updated listing incident to the ordnance account turnover during UDP.

10. Public Funds. The regimental commander or, in his absence, the Division Comptroller, will conduct a turnover inspection within 15 days of an organization's arrival. Letters of revocation and appointment of authorized custodians will be prepared upon arrival of the advance party.

11. Base Property Control Items. The Supply Officer of the deploying organization will obtain from the Base Property Control Officer an inventory of base property items issued to the organization. The supply officer of the deploying unit and a representative from the arriving unit will conduct a joint inventory and transfer all base property items. Items that cannot be accounted for will be investigated to assess

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responsibility and support adjustment of the account. Personnel suspected of negligence or criminal acts will be placed on legal hold pending completion of the investigation.

12. Narcotics and Controlled Substances. Narcotics and controlled substances will be maintained and accounted for in accordance with the Manual of the Medical Department, Chapter 21 Section II.

SHIPMENT AND STORAGE OF HOUSEHOLD GOODS

1. Household goods will be picked up and shipped all at one time.
2. Under JFTR, Vol. I, paragraph M8309, personnel who are on unit deployment are entitled to storage of household goods in non-temporary storage. Local commands will take appropriate measures to store household goods for deploying personnel.
3. Within the limits of existing facilities, appropriate security means, and local funding authorizations, centrally located privately owned vehicle (POV) storage will be made available to personnel in deploying units. Personnel are encouraged to make other provisions for POVs (e.g., store POVs at home). Close liaison should be established with the local SJA regarding the creation and management of a POV storage facility.
4. No unaccompanied baggage shipment will be authorized, at government expense, for UDP units.

5002. EMBARKATION

1. Aircraft Type and Capacity. Four types of commercial aircraft, DC-8, 747B, DC-10, L1011, and one type of Air Mobility Command (AMC) aircraft, C141B, are most often used for UDP movement. Request for commercial aircraft is authorized for MidPac units, but AMC aircraft are more often provided. AMC special assignment airlift mission (SAAM) request procedures and submission requirements are found in MARFORPACO 4630.6. Aircraft planning factors are listed below:

<u>AIRCRAFT TYPE</u>	<u>PAX</u>	<u>CARGO</u>
DC-8	235	15,510 lbs bulk baggage/cargo
DC-10	350	5-463L pallets loaded to a height of 66" plus

		additional space for lbs of bulk cargo.
747B	474	9-463L pallets loaded to height of 62" plus additional space for 4000 lbs of bulk cargo.
L1011	280	Container Volume=2528 CUFT Bulk Volume= 3950 CUFT Weight Limit= 45,750 lbs
C141B	150	3-463L Baggage Pallets

2. Plane Team Commander/Assistant and Cargo Custodian. A Plane Team Commander (PTC), an Assistant, and a Cargo Custodian will be assigned to each aircraft from the unit to be embarked. Each PTC will assign a Cargo Custodian from the enplaned Marines. PTCs, Assistants, and Cargo Custodians will be guided by instructions contained in FMFM 4-6.

3. Personal Baggage. A total weight allowance of up to 105 lbs is authorized for each passenger, with a maximum of two pieces of baggage (seabag or val-pack and a hanging bag) which will be stowed in the cargo compartment. If a hanging bag is used, the hanging bag will not exceed 20 lbs. All baggage will be tagged, weighed, and collected during pallet build-up. Only one piece of carry-on baggage per passenger may be carried aboard the aircraft (briefcases are considered hand-carry baggage). No individual will hand-carry more than one piece. The outside dimensions of hand-carried baggage will not exceed 9"x13"x23".

4. Space Available Passengers. Moving units are not authorized to manifest "Space A" travelers. Once unit personnel have been manifested, all remaining seats will be turned over to the terminal representative for manifesting "Space A" personnel.

5. Predeployment Inspection. A predeployment inspection and weighing will be held 48 hours prior to deploying to ensure only authorized baggage, equipment, and supplies are embarked. Due to customs requirements, units leaving Okinawa will have a predeployment inspection 24 hours prior to the flight and simultaneously with pallet build-up. If the weight exceeds the allowable cabin load (ACL), the appropriate division and MARFOR headquarters will be notified immediately.

6. Cargo and Baggage Processing. All UDP battalions are authorized 65 six-cube boxes (including pistol chests) which will not exceed more than two 463L pallets. Deploying companies and

batteries are authorized 10 six-cube boxes. When weapons are deployed with the battalion, they will be hand carried aboard and placed under the seats.

7. Passenger Processing. Unit, regimental, and division embarkation personnel are responsible for coordination between the moving unit and associated agencies. The PTC is responsible for all security and actions of the embarked passengers. All requirements directed by embarkation personnel will be strictly followed. Specific requirements will be published separately or coordinated at the embarkation conference.

8. Advance Party Size. The following maximum sizes for UDP advance parties are established. Requests to increase the size must be approved, via the chain of command, by COMMARFORPAC/LANT, as appropriate.

<u>Type Unit</u>	<u>Advance Party Size</u>
Infantry Bn	25
Artillery Btry	10
AAV Co	20
LAR Co	4

9. MAGTF Deployment Support System II (MDSS II) Data Submissions. The deploying battalion will provide a copy of their MDSS II Unit Deployment List (UDL) to their parent Division G-4/Embarkation section no later than 20 days prior to deployment of the main body.

5003. CUSTOMS INSPECTIONS

1. Units returning to CONUS/Hawaii and debarking at locations other than designated ports of embarkation, such as international terminals, will request a customs inspection from the Customs Section, Provost Marshal's Office (PMO) in accordance with DODINST 5030.49R, paragraph 4004.b. By direction of Commander, United States Forces Japan (USFJ), units returning to designated ports of embarkation will undergo a customs pre-clearance inspection prior to departing Okinawa.

2. The following applies to privately owned weapons and dangerous instruments as per MarCorBasesJapanO 5500.2.

a. Weapons. Units deploying to WestPac must be aware, that under Japanese law, no pistols or revolvers are allowed to enter Japan unless authorized on official orders from HQMC. Persons under 20 years of age are prohibited from using, possessing, or acquiring firearms or ammunition in Japan.

(1) All privately owned firearms, including air rifles, war trophies, and replica firearms will be registered with the local PMO within seven days of importation or acquisition.

(2) Weapons (excluding firearms) must be registered with the local Japanese Police authority if they are to be stored off-base.

b. Dangerous instruments including crossbows, archery equipment, knives with blades larger than three inches in length, and all martial arts equipment must be registered as stated in subparagraphs 5003.2.a(1) and (2) above.

c. Unit commanders are responsible for providing storage space for all weapons, dangerous instruments, and ammunition for personnel under their command.

5004. ORDNANCE

1. Individual Weapons. Individual weapons of the unit will be left in rifle/pistol racks with a generous coat of cleaning, lubricating, and protectant (CLP) applied.

a. Preparation for Issue of Incoming Unit

(1) All authorized M203 grenade launchers will be mounted on M16A2 rifles.

(2) Individual weapons will be complete with all cleaning equipment and SL-3 components.

(3) Bayonets and/or combat knives will be cleaned, lubricated, stored in the armories, and signed for by the advance party.

b. Issue and Control. Individual weapons and gun books will be issued/recovered in accordance with MarForPacO P8000.2/ MarForLantO P8000.1.

(1) NAVMC 10576 Memorandum Receipt for Individual Weapons and Accessories cards will be returned to Marines/Sailors when the weapon shows no evidence of improper care. If there is indication of improper care, the inspection data will be recorded and reported as required by UM-4400-19.

(2) NAVMC 10520 Weapons Custody Receipt (WCR) card will be recovered, logged in the WCR log, and then destroyed.

(3) T/O weapons will be issued to personnel of the incoming unit, as required, no later than C+3.

2. Weapons Maintenance. All weapons will have a Preventive Maintenance Check and/or Service (PMCS) as prescribed by the applicable technical manual. Any weapon which requires corrective maintenance (CM) will be inducted into the maintenance cycle in accordance with current directives. Maintenance requirements beyond the capability of the unit will be handled by contact team support from the supporting intermediate maintenance activity (IMA). Requests for contact team support must be made through Division G-4 at least 30 days prior to rotation.

3. Equipment Records

a. Individual Weapons. All records on individual weapons including associated open and closed EROs, will remain in unit armories. All associated records, both completed and blank forms, will be left behind under lock and key.

b. Crew-Served and Other Weapons. All records and gun books pertaining to crew-served weapons will remain in the unit armories. Records will be updated prior to redeployment. The incoming units will make appropriate ownership changes in each book.

c. Equipment Record File Cabinets. The Equipment Record file cabinets are camp property and will remain in place.

4. Ammunition. Security ammunition held by the deploying unit will be inventoried and inspected for serviceability. Security ammunition will be turned over to the regimental ammunition technician no later than seven days prior to redeployment. The regimental ammunition technician will make up a new record (NAVMC 10359) and issue the security ammunition to the arriving unit.

5. Predeployment Preparation

a. The Division Supply Officer will:

(1) Request via COMMARFORPAC, a change of unit name/designation from NWCS, Crane, Indiana, for the AACs affected.

(2) Submit DODAAD changes to CG, MCLB Albany, for deploying and redeploying units. Type activity codes (TAC) 1 and 2 changes are identified in the submission.

b. The Division Ordnance Officer will provide assistance to

deploying units who request contact team support for LTIs and maintenance beyond the unit's capabilities.

c. The deploying unit commander will:

(1) Ensure that all weapons in the inventory are serviceable and that the collateral/ancillary equipment is complete or on requisition.

(2) Ensure all sections/platoons conduct component inventories and requisition shortages of all collateral/ancillary items. Copies of each inventory will be affixed to each item of equipment not deployed.

(3) Provide the incoming unit advance party with the yellow copies of the EROs of those crew-served and other miscellaneous weapons that may be in the maintenance cycle at FSSG.

6. Locks and Keys. Locks and keys to all rifle racks, pistol chests, and armory cages will be left behind by the deploying unit.

5005. ENGINEER EQUIPMENT IN SUPPORT OF DEPLOYED UNITS

1. Equipment. Engineer equipment may be loaned to UDP units when organic assets have been exhausted and the unit has a licensed operator. Requests for the loan of engineer equipment are processed by the 3d Marine Division G-4 (Operations Section).

2. Operational Commitments. These requests are processed through the Division G-4 (Engineer Section). Operational commitments are generated when a specific (usually isolated) engineer function is required by a UDP unit. Operational commitments are fulfilled by providing both equipment and a licensed operator to the requesting unit.

3. Material Handling Equipment (MHE). Although the Combat Engineer Company (CEC), CAB T/E includes this type of equipment, all requests for garrison MHE support are processed through the Division G-4 (Engineer Section). Requests for support north of Camp Courtney are processed directly by the Division. Requests for support south of Camp Courtney are forwarded by the Division to the Logistic Movement Control Center (LMCC) operated by 3d FSSG. Requests will not be processed with less than 72 hours notice.

4 Overflow Maintenance. CAB provides assistance to UDP units,

to the extent practicable, on second echelon engineer equipment maintenance that exceeds the unit's organic capability. Scheduling overflow maintenance is coordinated directly with CAB. Prioritization of UDP overflow maintenance will be at the discretion of the Commanding Officer, CAB.

5006. MAINTENANCE MANAGEMENT - LIMITED TECHNICAL INSPECTION (LTI) PROCEDURES

1 General

a. Division MMOs will coordinate predeployment logistic inspections. This program may consist of Division LRI or Field Supply Maintenance Analysis Office (FSMAO) formal or informal reports. These inspections will normally occur between 20 and 45 days prior to deployment. It is recommended that the incoming advance party be present during the inspection and consist of personnel knowledgeable in the commodity areas being inspected.

b. LTIs will be conducted by qualified personnel and be supervised by qualified commodity supervisors. Equipment inspections will be conducted jointly by the redeploying organization and the advance party of the deploying organization prior to equipment acceptance by the advance party.

c. Inspections will include SL-3 inventories and operational/functional checks as prescribed by appropriate technical manuals and will be recorded on the appropriate forms.

d. All active EROs will be checked to ensure that proper maintenance is being performed.

e. Parent regiments/battalions will establish internal procedures and specifically describe the events that will occur during the turnover. In addition, the regimental commander will be responsible for providing the inter-battalion coordination and supervision of all turnover activities.

f. End-of-Deployment Logistics Standdown. The last two weeks of each UDP infantry battalion deployment to 3d Marine Division will be dedicated to a maintenance and supply standdown, which will commence with the Division LRI. The purpose of this standdown is to ensure that equipment is thoroughly prepared for transfer to the incoming battalion and to conduct an exact, orderly turnover of supply accounts.

2. Turnover Events. The following minimum actions must be completed during the equipment turnover phase of the rotation, under the supervision of the appropriate regimental staff.

- a. Results of recently completed inspections will be provided to the incoming unit. These include FSMAO and division readiness inspections.
- b. A joint reconciliation will be held with the Materials Issue Point (MIP) and Maintenance Float Activities Group (MFAG) outlet. The incoming and outgoing MMO/Supply Officers will validate outstanding repair parts requirements. This reconciliation will be accomplished following a complete ERO/Equipment Repair Order Shopping List (EROSL)/Daily Processing Report (DPR) audit by the outgoing unit.
- c. A MIMMS report listing equipment that has been evacuated to the IMA will be provided to the incoming unit. This list will include TAMCN, serial number, ERO number, and the last valid status. The yellow copies of all EROs will be turned over to the incoming unit.
- d. The incoming unit will ensure that all combat essential equipment currently deficient has been placed on order and that current status has been received.
- e. A complete audit of the latest LM-2 Unit Report will be conducted. At a minimum, this audit will ensure that the authorized/possessed figures are corrected and required remarks have been entered. These remarks include the document numbers for T/E deficient requisitions and accurate combat ready storage program (CRSP)/Admin Deadline (ADL) figures.
- f. MMO and commodity modification control records will be up to date and accurate prior to the completion of the turnover.
- g. The outgoing MMO will provide the incoming MMO with a turnover file/desktop procedure of sufficient quality to ensure adequate continuity. At a minimum, these files should include descriptions of procedures, functions, and reports unique to the 3d Marine Division.
- h. A joint review of the unit's Test Measurement and Diagnostic Equipment (TMDE) calibration program will be conducted. TMDE that is overdue for calibration must be conducted prior to the completion of the turnover.
- i. The outgoing MMO will also provide the incoming MMO with turnover information on the Replacement and Evacuation (R&E) program.

3 Communication-Electronics (Comm-Elec) Items

a. LTIs of Comm-Elec items will be recorded on an ERO and will be conducted only by qualified Comm-Elec repairmen/technicians.

b. Items which contain serialized components will have component serial numbers annotated on the ERO.

c. LTI inspectors will pay particular attention to the following areas:

(1) Physical condition, inside and out, including the operation of switches and knobs

(2) SL-3 components inventory

d. All collateral equipment will be checked for serviceability during LTIs.

e. The vehicle component of each Comm-Elec end item will be inspected in accordance with the motor transport vehicle LTI instruction.

5007. FOOD SERVICES

1. Advance Party. A SNCO food service representative will be included in all advance parties for the purpose of coordinating Class I requirements for the main body.

2. Subsistence Support

a. UDP battalions are not normally required to open and operate messhalls within the 3d Marine Division on Okinawa. Food service personnel will augment existing staffs and fill positions in regimental messhalls. The on-island mess manager will assign UDP members according to seniority, training deployment schedules, and the needs of the regimental mess. UDP battalions will subsist in messhalls operated by permanent units located in the respective camps.

b. UDP battalions are required to bring MOS training folders, current sanitation cards, and annual health physicals for food service personnel.

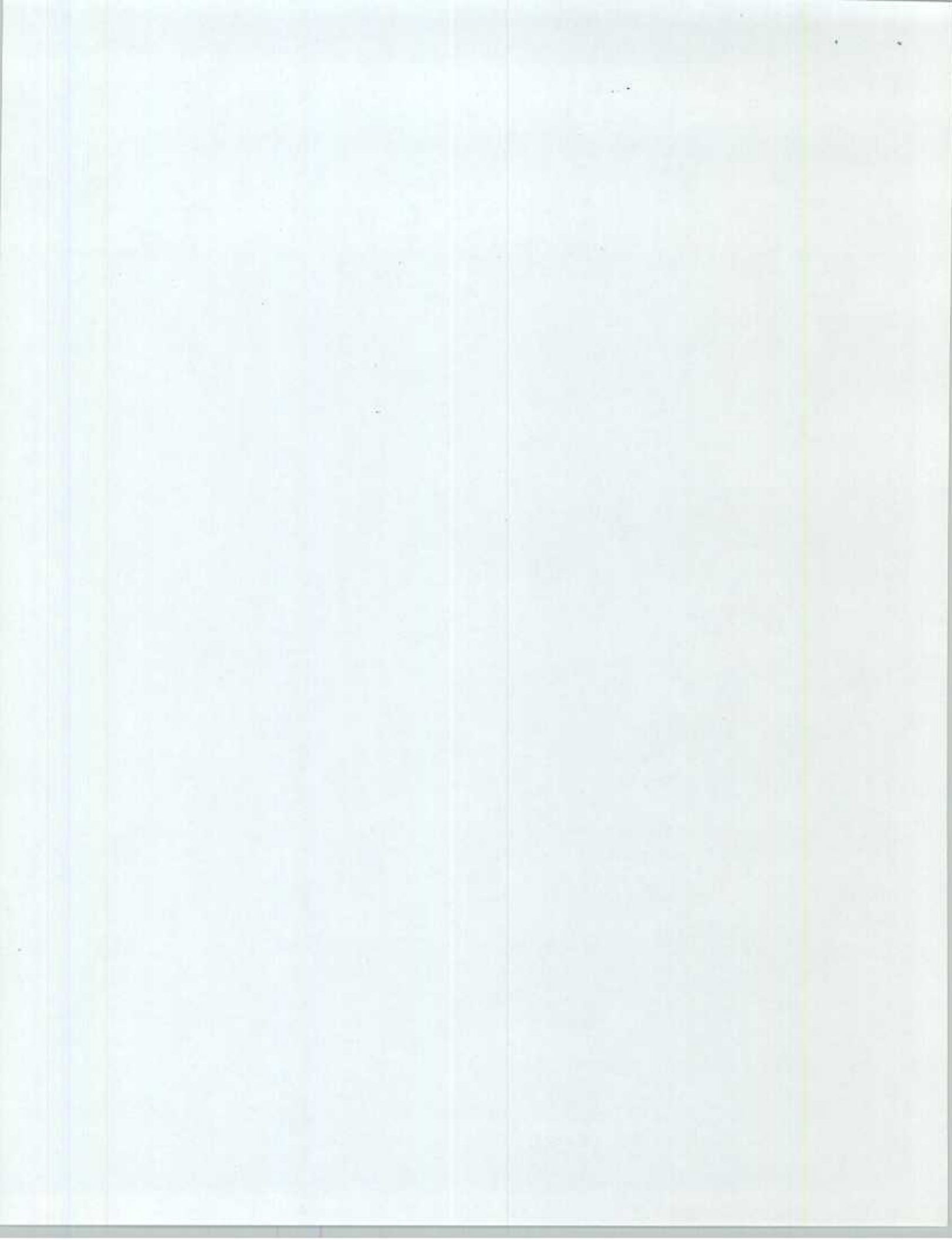
c. Deploying UDP battalions will embark all of their food service personnel on the first and second inbound flights (50 percent on each flight). Redeploying UDP battalions will embark all of their food service personnel on the last two outbound flights (50 percent on each flight). This action will ensure the uninterrupted operation of the messhalls.

d. Class I support requirements based on the unit's training plans will be coordinated with the 3d Marine Division Food Service Officer.

5008. FLEET MARINE FORCE END USER COMPUTING EQUIPMENT (FMF-EUCE). Funding for O&MMC consumables and maintenance will remain the responsibility of the command to which the unit is attached. In all cases, the general provisions of this Order will apply. All users of FMF-EUCE must ensure close coordination with the command Information Systems Management Officer (ISMO) to secure continued data processing support. Procedures for FMF-EUCE are standard. Units will not normally ship general purpose FMF-EUCE equipment on UDP with the exception of the unit DEUCE hard drive which, at the discretion of the units involved, may be deployed. Another exception is FMF-EUCE which is dedicated to a specific functional area. This FMF-EUCE is continuously maintained by the unit and will be shipped on UDP. Some examples are the Unit Diary/Marine Integrated Personnel System (UD/MIPS) and the Automated Navy ComSec Reporting System.

5009. LOCAL AREA NETWORK (LAN), MAINFRAME, AND MESSAGE DISSEMINATION SUBSYSTEM (MDS) CONNECTIVITY

1. Capability. The LAN and MDS on Okinawa are robust and very capable systems. The LAN provides the capability to communicate worldwide via the SNADS gateway and the Internet. The MDS eliminates the need for hard copy message traffic and is set up through the parent WestPac regiment.
2. Coordination. The deploying organization's S-6 should identify requirements and begin coordinating LAN, mainframe, and MDS connectivity with the WestPac regiment or battalion prior to arrival of the advance party. The information systems representative on the advance party should physically op-check accounts and complete the coordination process upon arrival in WestPac. This will ensure that all connectivity is in place and available for use when the main body arrives.
3. Support. Training and computer language classes are available to assist the deploying organizations/units to better understand the capabilities of the computer systems that exist in the 3d Marine Division. 3d MarDivO P2000.10 contains specific responsibilities and procedures for establishing and maintaining the deploying organization/unit communications/computer assets.

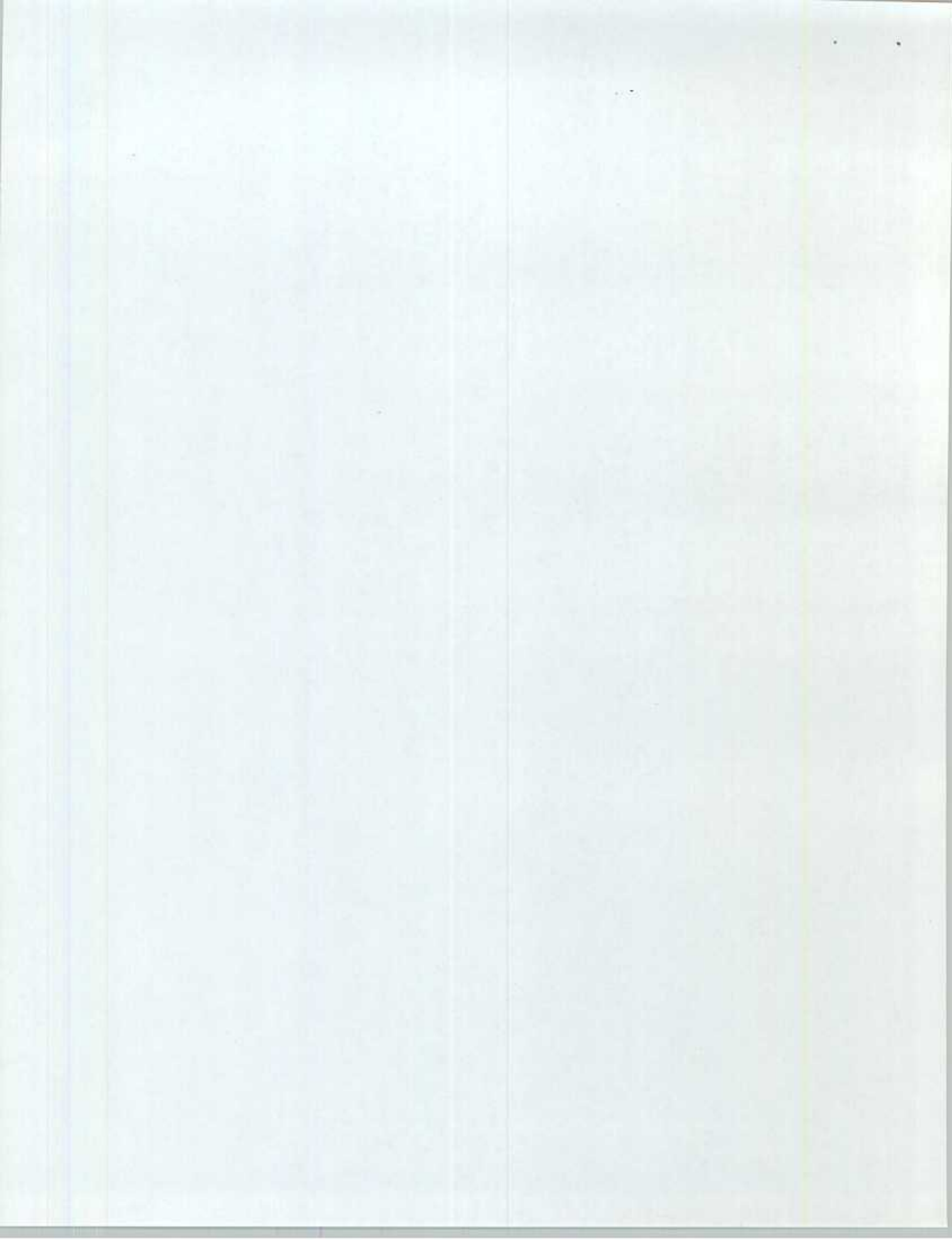


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CHAPTER 6

INSPECTIONS

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CHAPTER 6

INSPECTIONS

6000. GENERAL. Under the new Marine Corps inspection program established in ALMAR 111/88, each Division Commander will establish an in-depth, biennial inspection program to maintain maximum combat readiness. The UDP requires coordination between both the CONUS command and WestPac command to ensure this objective is met with minimal inefficiencies and unnecessary duplication. Each type/size organization/unit presents unique challenges from the perspectives of both the sourcing and gaining commands to ensure the CMC objective is met.

6001. MILITARY INSPECTIONS

1. 3d Marine Division Inspection Program. The Commanding General, 3d Marine Division will normally schedule, coordinate, and execute military inspections for all organizations within the Division. UDP units are exempt from military inspections while deployed to the 3d Marine Division, as battalions normally stand a Commanding General's Military Inspection with their CONUS command. Fiscal inspections and assist visits are usually conducted only with Okinawa-based commands. However, if requested, fiscal assist visits and/or fiscal training classes can be scheduled to meet the needs of UDP battalions.

2. Responsibility. Military inspections (i.e., clothing and equipment, rifle and personnel, drill, officer and SNCO uniforms, PFT, etc.) will be scheduled, coordinated, and executed by the sourcing command for all types/size units participating in the UDP.

6002. FUNCTIONAL AREA INSPECTIONS (FAIs) AND STAFF ASSIST VISITS (SAVs)

1. While deployed to WestPac, battalions receive an FAI in two functional areas, and SAVs in 10 other functional areas. The integration of the UDP predeployment inspection compliments this process. The following chart depicts those conducted by the 3d Marine Division.

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<u>Cognizant Staff</u>	<u>Functional Area</u>	<u>FAI</u>	<u>SAV</u>
G-1	Administration		X
G-1	Classified Material Control	X	
G-1	Education		X
G-1	Career Planning		X
G-2	Intelligence		X
G-3	Training Management/History Program		X
G-3	SORTS		X
G-6	CMS	X	X
Chap	Chaplain		X
ISMO	Automated Data Processing		X
SJA	Legal		X

2. An SAV will be provided upon request to appropriate staff sections for any of the 13 functional areas. SAVs are not formal inspections and are designed to aid the subordinate unit in particularly detailed areas of administration. As such, the results of the SAV are for the use of the commander and the cognizant staff section which conducts their visit. The results will be submitted to the Division Inspector for informational purposes only.

3. With the exception of 2d Marine Division, the administrative assistance team will conduct a SAV on the deploying batteries/companies and battalions prior to deployment. All admin assist visits are conducted in conjunction with the Division Commanding General's Readiness Inspection (CGRI) program. This SAV will be conducted between C-90 and C-60. A second SAV, if required, will be conducted prior to deployment in order to ensure compliance with the guidance set forth on the previous SAV. The 3d Marine Division Administrative Assistance Team will conduct a SAV within 60 days of the organization's arrival in WestPac and will follow-up with another visit prior to redeployment, if requested. The scheduling of SAVs will be accomplished through the parent division.

6005

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evaluated on their planning, response, installation procedures, priorities, circuit establishments, operation quality, field safety, communication control, and system trouble shooting.

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CHAPTER 7

GROUND SAFETY PROGRAM

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CHAPTER 7

GROUND SAFETY PROGRAM

7000. GENERAL. Unit commanders are responsible for the safety of their Marines and Sailors. UDP units shall have an effective established Ground Safety Program prior to the WestPac deployment.

7001. STAFF COGNIZANCE. The cognizance of the Unit Ground Safety Program is delegated by the Commanding Officer to an officer who shall function as the Unit Ground Safety Officer who shall be assisted by a noncommissioned officer. Responsibilities and policies can be found in 3d MarDivO P5100.11.

7002. SPECIFIC PROGRAMS. Each UDP shall have the following specific programs established.

1. Respiratory Protection Program. In all cases where warranted, as determined by an industrial hygienist, respiratory protection will be provided. Personnel subject to this protection must be placed on the Medical Surveillance Program.
2. Hearing Conservation Program. Personnel who work in noise hazardous areas, as determined by a noise survey, shall be given the appropriate protection and be subject to annual audiograms.
3. Hazardous Materials Program. As prescribed by Federal Regulation, all personnel who come into contact with designated hazardous materials shall be made aware of the hazard involved, protective measures, first aid procedure, and spill/leak response. Further, a Material Safety Data Sheet (MSDS) shall be conspicuously posted at the site of use. No hazardous material will be transported during UDP deployments/redeployments from CONUS/Hawaii/Okinawa.
4. Mishap Reporting Systems. All UDP units shall develop a process in which mishaps are reported in a timely and accurate manner, in accordance with MCO 5102.1. During the deployed phase of the UDP cycle, all units will route mishap messages through the 3d Marine Division Safety Officer for release.
5. Drive Safe Program. Personnel who will be operating vehicles in the WestPac area will have attended the appropriate Driver's

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Improvement Course if under age 26. All vehicle operators will receive an orientation to the local driving conditions and requirements, including rules of the road and safety, prior to driving. This orientation shall include instruction on the Status of Forces Agreement. Upon successful completion of the course, the SOFA endorsement will be affixed to the individual license. Personnel who desire to operate a motorcycle while deployed must pass the motorcycle course prescribed by the Base Safety Office, Camp Butler.

6. Laser Systems Safety Officer (LSSO). The commanding officer shall appoint a qualified Category II, Laser System Safety Officer (LSSO). The LSSO will be present before, during, and after the firing of the unit laser equipment.

7. Unit Safety In-brief. On arrival, the battalion Unit Ground Safety Officer shall report to the 3d Marine Division Ground Safety Officer for coordination of a battalion safety indoctrination provided by the Division Safety Officer.

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APPENDIX A

MILESTONES

EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		PAR REGT/BN	WEST		UDP UNIT
				PAC DIV	PAC DIV		PAC REGT/BN	PAC REGT/BN	
		C-180	Establish liaison between divisions.	X	X				
2	C-180	Determine SSBI status of key billet incumbents and take action, as required.	X						X
3	C-180	Submit main body SAAM request.	X						
4	C-180	Commence dental screening exams. Perform dental treatment as required.	X			X			X
5	C-180	Send letter to NavHosp (Occupational Health/ Preventive Medicine) to schedule audiogram van as needed to upgrade hearing conservation program.				X			X
6	C-150	Submit for calibration all TMDE with due dates between C-60 and C+30							X
7	C-120	Division staff conducts a predeployment operations/ admin/training/logistics conference.	X						
8	C-120	Surgeon/Medical Chief to meet with Division Medical Staff for predeployment planning and to identify replacement personnel needs.							X
9	C-120	Submit roster of Navy personnel scheduled to deploy to Division Surgeon (DIVNAVPERS). Include nondeployable Sailors in separate section.	X			X			X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN		
10	C-120	Bn Surgeon to contact Dental Company to arrange for Panarex duplication if required, and upgrade of class 3 and 4 dental patients.						X
11	C-120	Begin SOFA driver testing and license validation.	X		X			X
12	C-120	Ensure all scheduled maintenance checks do not fall between C-30 and C+30.						X
13	C-120	Ensure that equipment requiring calibration checks do not fall between C-60 and C+60						X
14	C-120	Have preventative maintenance rosters (NAVMAC 10561) prepared, current, with services scheduled, and evenly distributed on equipment requiring scheduling to provide to the gaining unit.						X
15	C-120	Conduct audit on calibration control records being provided to the gaining unit.						X
16	C-120	Begin passport process for select individuals. Continue through C-Day.						X
17	C-100	Verify, by message, to joining command that frequencies required for planned training/operations have been requested and/or are available.	X	X				X
18	C-90	Request "No Name" portcall for advance party personnel	X					
19	C-90	Publish movement LOI.	X					
20	C-90	Deploying units review both parent and 3d MarDiv TEEP.						X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN		
21	C-90	CMS custodians conduct liaison regarding authorized CMS holdings.						X
22	C-90	Ensure all personnel have up-to-date immunizations and physical exams. Continue updating as needed until deployment.						X
23	C-90	Assign Navy Admin PO, from BAS, as liaison with DIVNAVPERS Float Monitor for duration of deployment.						X
24	C-90	Review/verify all Navy service and pay records, page 2s and LESs.	X					X
25	C-90	Identify deployable personnel with medical problems requiring special follow-up by NavHosp Okinawa. Submit same to PC&AO via RAS/DIVSURG. Continue updates as needed	X					X
26	C-85	Review Supply Account, request new MAL/CMRs.	X					X
27	C-65	Contact Credentials Coordinator (DIVSURG) to plan the transfer of credentials data to 3d MarDiv.	X		X			X
28	C-65	RO inventory and identification of SL-3 deficiencies						X
29	C-60	Parent commands request appropriation data for movement of advance parties.	X		X			X
30	C-60	Identify facilities discrepancies.	X		X			X
31	C-60	Notify DCMS, CMIO and chain of command of deployment by message						X
32	C-60	Commence unit immunizations and screening of health records.	X		X			X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST	PAR REGT/BN	WEST	UDP UNIT
				PAC DIV		PAC REGT/BN	
33	C-60	Submit training plan to incoming Bn.		X		X	
34	C-60	Submission of initial embarkation data to Division.	X		X		X
35	C-60	Request CMS special transfer auth from DCMS.					X
36	C-60	Notify MCI of new address.					X
37	C-60	Submit completed Credentials Appraisal Report on Battalion Surgeon via RAS to Division Surgeon's Office.			X		X
38	C-60	Provide Navy NOK Roster and Navy Sailing Roster to DIVNAVPERs (Float Monitor).	X		X		X
39	C-60	Provide key billet SSBI status to G-2, 3d MarDiv		X			X
40	C-60	Conduct 100% inventory of publications and place all missing publications on order.					X
41	C-60	FAP/IDS/Camp Augment requirements identified to deploying unit.		X			
42	C-60	Conduct SL-3 inventories on all ordnance equipment and place all shortages on order.					X
43	C-50	Predeployment embarkation inspection.	X		X		X
44	C-45	MARFORLANT/PAC provide appropriation data for advance parties.					
45	C-45	Request DCMS-generated SF-153 inventory report					X
46	C-45	Determine school requirements desired upon return to CONUS	X		X		X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN	PAC REGT/BN	
47	C-45	Determine personal effects storage requirements.	X		X			X
48	C-45	Prepare unit supply account turnover.	X		X			X
49	C-45	Medical Chief to meet with Navy ESO to arrange for completion/preparation of candidates for next advancement exam cycle.						X
50	C-45	Contact Postal Officer for predeployment brief on mail routing.						X
51	C-45	Have valid backorder documentation for all T/E shortages available.						X
52	C-45	Have valid documentation requesting disposition instructions for all T/E excesses available.						X
53	C-30	MARFORPAC/LANT confirms airlift requirements.	X					
54	C-30	Provide key billet SSBI status.						X
55	C-30	Report new DSSN, SDPI.				X		X
56	C-30	Maintenance standdown.	X		X			X
57	C-30	Submit message to CMC on AAC.		X		X		X
58	C-30	All inoculations and service records screening completed.	X		X			X
59	C-30	Equipment inspection.	X		X			X
60	C-30	Completion of marksmanship training, in accordance with MCO 3574.2 and LOI.	X		X			X
61	C-30	SORTS coordinator establishes liaison with Division SORTS officer for complete data base reconciliation.	X		X			X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		PAR REGT/BN	WEST		UDP UNIT
				PAC DIV	PAC DIV		PAC REGT/BN	PAC REGT/BN	
62	C-30	Advance parties depart with overlap in WestPac	X	X		X		X	X
63	C-30	RAS assumes custody of excess medical consumables (class VIII) and minor medical material which is not on plant account, T/E, or garrison property lists.				X			X
64	C-30	Ensure all yellow copies of EROs on equipment evacuated to the IMA are on hand or have a "missing yellow copy" letter available.							X
65	C-30	Conduct audit on all ordnance equipment record books.							X
66	C-30	Deploying unit identifies personnel assigned to FAP/IDS/Camp Augment to 3d MarDiv	X	X					X
67	C-30	Conduct 100% LTI on all ordnance equipment and take appropriate actions to affect the repairs.							X
68	C-30	Conduct audit on commodity managers modification control records (NAVMC 11053/11054) being provided to the gaining unit.							X
69	C-30	Training statistics to 3d MarDiv.		X				X	X
70	C-25	CMS turnover with advance party in Okinawa.		X				X	X
71	C-25	Facilities acceptance inspection.				X			X
	C-25	Advance party provided G-3 in-brief.		X					
73	C-25	Prepare for turnover of special services equipment.							X
74	C-20	Review deploying unit's SORTS data base.		X					X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN	PAC REGT/BN	
75	C-20	Submit "hold file" master personnel roster to FHTNC.						X
76	C-20	Submit proposed news release of deployment to WestPac.						X
77	C-15	Schedule ground transportation for deploying units.	X	X	X		X	X
78	C-15	Submit roster for load planning.	X		X			
79	C-15	Turn over messhall operations (when applicable) and prepare for turnover inventory.	X		X			X
80	C-15	CMS turnover at CONUS/Hawaii location.						X
81	C-15	Recover all individual and crew-served issued weapons and NAVMC 10520 cards.						X
82	C-15	Pick up all ordnance equipment evacuated to the IMA when maintenance actions are complete.						X
83	C-15	Ensure all yellow copies of EROs on ordnance equipment evacuated to the IMA are on hand and turned over to the gaining unit.						X
84	C-15	Have valid backorder documentation for all float assets available.						X
85	C-15	Conduct reconciliation of ammunition records with parent regiment to ensure that all remaining assets are properly accounted for.			X			X
86	C-15	Ensure all ammunition retrograde materials (brass metal ready cans, etc..) are properly disposed of/ returned to the DRMO.						X

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EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN	PAC REGT/BN	
87	C-15	Have copies of daily sight counts conducted in the armory for the previous 12 months available to provide the gaining unit.						X
88	C-15	Have copies of monthly serialized inventories conducted for the armory for the previous 24 months available to provide the gaining unit.						X
89	C-15	Have copy of the most recent annual physical security evaluation and corrective action taken to provide the gaining unit						X
90	C-10	Inventory and turn over NWP library and all classified directives, publications, operations plans/orders which will be needed by the incoming unit. All other classified material which the unit wishes to retain including CMS records will be turned over to Division CFU for forwarding.	X	X	X	X	X	X
91	C-10	Conduct complete reconciliation/validation of MIMMS/SASSY and readiness reports.	X					X
92	C-10	All nondeployables transferred from deploying unit.	X		X			X
93	C-10	Outgoing commander provides certificate of relief to incoming commander.		X		X		X
94	C-5	Submit comm shift message.	X					X
95	C-5	Submit change of allowance for NWP library.						X
96	C-5	Incoming commander provides certificate of relief to Regt CO.			X			X

WESTPAC GROUND UDP SOP

EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN	PAC REGT/BN	
97	C-5	Deploying unit picks up Navy service and pay records.						X
98	C-Day	Change official mailing address of IAC via MCPDS						X
99	C-Day	Submit SORTS change D card on deploying units	X		X			X
100	C-Day	Update and furnish CMC and Division copies of embarkation rosters.	X		X			X
101	C-Day	Assume AAC of organization being replaced.						X
102	C+5	Adjust supply account for CMS hardware transfer.	X	X				X
103	C+10	Unit Strength Figures Report.						X
104	C+90	Parent commands request appropriation data for movement of advance parties.	X	X	X	X		X
105	C+90	Review TEEP and training plans for return to CONUS/Hawaii parent commands.						X
106	C+90	Publish movement LOI		X				
107	C+105	Obtain an updated serialized weapons listing from NWSC, Crane, Indiana.						X
108	C+105	Obtain a new MAL, EAF, and CMRs in preparation for turnover.						X
109	C+120	MARFORLANT/PAC provide appropriation data for advance parties.						
110	C+120	Notify DCMS, CMIO and chain of command of deployment by message.						X
111	C+120	Submission of initial embarkation data to Division.		X		X		X

WESTPAC GROUND UDP SOP

EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		WEST		UDP UNIT
				PAC DIV	PAR REGT/BN	PAC REGT/BN	PAC REGT/BN	
	C+120	Schedule maintenance standdown and begin plans for turnover.		X		X		X
113	C+120	Notify MCI of new address.						X
114	C+135	MARFORPAC confirms airlift requirements.						
115	C+135	Request DCMS-generated SF-153 inventory report.						X
116	C+135	Contact MCB Camp S. D. Butler Postal Operations Officer for rerouting of mail and special service requirements.						X
117	C+150	Review outstanding supply files: personnel effects, MLSRs, etc.				X		X
118	C+150	Re-enlistment requests sent to parent division						X
119	C+150	Validate outstanding undelivered orders PE and RA and verify public funds.						X
120	C+150	Advance parties depart with overlap in WestPac	X	X	X	X		X
121	C+150	Formal LRI.		X		X		X
122	C+150	Schedule ground transportation for redeploying units.	X	X	X	X		X
123	C+150	Conduct maintenance standdown.				X		X
124	C+155	CMS turn over in Okinawa.		X		X		X
125	C+165	Turn over messhall operations (when applicable) and prepare for turnover inventory.		X		X		X
126	C+170	Standard/Flat Rate Per Diem report.		X		X		X
127	C+175	Submit comm shift message.		X				X

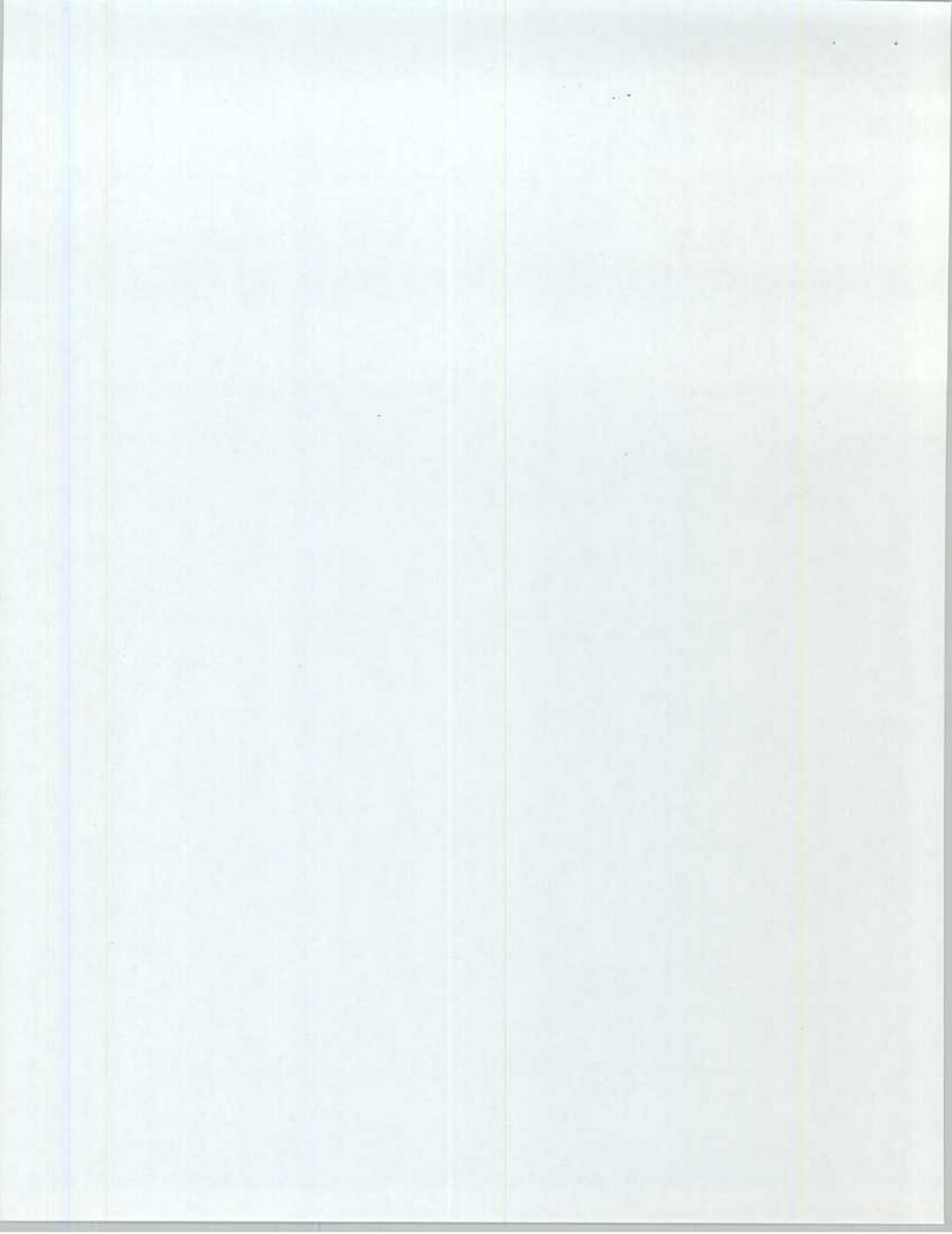
WESTPAC GROUND UDP SOP

EVT	COMPL DATE	MILESTONES	PAR DIV	WEST		PAR REGT/BN	WEST		UDP UNIT
				PAC DIV	PAC REGT/BN		PAC REGT/BN	PAC REGT/BN	
128	C+180	Update and furnish CMC and division copies of embarkation rosters.		X			X		X
129	C+180	Submit SORTS change D card on redeploying units		X					X
130	C+180	Change official mailing address of IAC via MCPDS.							X
131	C+180	Certificate of relief completed by incoming and outgoing commanders					X		X
132	C+183	Liquidation of TAD orders.							X
133	C+210	Submit post-deployment "Lessons Learned" to Commander, MARFORPAC/LANT, with copy to Commanding General, 3d Marine Division.							X

LEGEND

EVT = EVENT
PAR = PARENT

COMPL DATE = COMPLETION DATE



WESTPAC GROUND UDP SOP

APPENDIX B

PERSONNEL/ADMINISTRATION UDP CHECKLIST

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
C-200		Screen all personnel to determine deployability (specific attention should be directed to MCO P3000.15, par. 1002).	MCO P3000.1, MCO P3000.13, MCO P3000.15, Tri-DivO P3120.17
C-180	<u>Ongoing to C-Day</u>	Submit initial Deployment Stabilization Roster (DSR) to HQMC (MM). See reference for minimum requirements/format.	MCO P3000.15
C-180	<u>Ongoing to C-15</u>	Review and report DSC/DRD via unit diary. Also, ensure this entry is reported on all newly joined personnel.	MCO P1080.40
C-150		Establish turnover files/desk top procedures to ensure important procedures, references and required reports are highlighted.	Tri-DivO P3120.17
C-150		Upon request, be prepared to provide a personnel/administration appendix to the Battalion/Company/Battery UDP LOI.	
C-120	<u>Ongoing</u>	Identify non-deployable personnel (by name) to the parent Division Personnel Officer and notify HQMC (MMEA-12) of critical shortages.	MCO P3000.15, Tri-DivO P3120.17
C-120		Arrange for personal affairs/family assistance briefs (e.g. wills, powers of attorney, Navy-Marine Corps Relief, key volunteers)	FMFPacO P3120.10
C-120		Ensure the command's DCP is complete and up-to-date.	Tri-DivO P3120.17
C-120		HQMC extracts UDP stabilization rosters from MMS.	MCO P3000.15
C-90		Schedule predeployment Staff Assist Visit (SAV). (Hawaii units will receive only arrival SAV)	Tri-DivO P3120.17

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
90		Prepare milestones checklist for administrative member of the advance party. If all milestones are achieved this will ensure a smooth transition for the entire S-1 and minimize turbulence upon arrival.	See note 1
C-60		Finalize and submit advance party roster to higher headquarters for preparation of orders (Note: appropriation data will be provided by MARFORPAC/LANT).	MCO P3000.15 Tri-DivO P3120.17
C-60		Commence clearing legal matters.	Tri-DivO P3120.17
C-60		UDP unit should receive a list of FAP, IDS, and camp augmentation requirements from 3d Marine Division (PersO).	MCO P3000.15, Tri-DivO P3120.17 FMFPacO P3120.10
C-60		Final stabilization will be made by HQMC	MCO P3000.15
C-45		Submit mail routing request to postal officer and obtain a predeployment mail routing brief.	MCO P5110.4, MCO P5510.6, Tri-DivO P3120.17, FMFPacO P3120.10
		If geographically possible, personally visit the local disbursing, admin assist, and MISO offices for specific administrative guidance.	MCO P3000.15, MCO P1080.40, Tri-DivO P3120.17, FMFPacO P3120.10
C-45		Request legal assistance brief.	Tri-DivO P3120.17, FMFPacO P3120.10
C-45		Request per diem advances for advance party and screen SRB/OQRs.	Tri-DivO P3120.17
		Receive/issue orders to unit CO.	MCO P1000.6, Tri-DivO P3120.17
C-30		Identify remaining nondeployable personnel and request reassignment orders	Tri-DivO P3120.17
C-30		Report "WILL DEPLOY" entry with "HIST" statement (see Appendix C, event #1 of this guide for specific format). As required, report the appropriate "EXCL" entry on personnel not deploying. The MISO will process this diary at the proper time.	MCO P1080.40

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
C-30	<u>Ongoing</u>	Report individual "Will Deploy" entries, as applicable.	MCO P1080.40
C-30		Identify (by message) deployable FAP, IDS, and camp augmentees to 3d Marine Division (PersO). Ensure these personnel are manifested on the first flight of the main body.	Tri-DivO P3120.17
		Predeployment admin standdown (Particular attention must be given to REDs, SGLIs, 1172s, NAVMC 10922s, individual Marine and dependents' ID cards, ID tags, allotments, and BIR/BTRs)	MCO P1070.12, Tri-DivO P3120.17, FMFPacO P3120.10
		Send Individual Deployment Record Form to Navy Admin to request deployed per diem for Navy personnel. This must be resubmitted every 30 days	MCO P4650.37 par. 80518
		Ensure TTC 156 000 (RSPA) has been reported on all personnel who have requested receipt of split paychecks while deployed. Remember: Only report the RSPA entry, do not report TTC 159/160	MCO P1080.40 MCO P7220.31
		Advance Party departs for WestPac (ensure they have orders, advances, and milestone checklists).	MCO P3000.15 Tri-DivO P3120.17
C-30		Start TAD rations on the advance party (If the advance party is issued individual orders, then start TAD rations effective the time/date of departure from the PDS through one minute prior to the arrival of the main body. If the advance party is issued group travel orders, then stop ComRats (if applicable) one minute prior to the departure from the PDS and credit TAD rations from 0001 day after arrival at the UDP location through one minute prior to arrival of the main body). DO NO START DEPLOYED PER DIEM ON THE ADVANCE PARTY UNTIL THE DAY AFTER THE MAIN BODY ARRIVES.	MCAAT Guidebook JFTR DODFMR MCO P1080.40
C-20		Submit (by message) a proposed news release outlining the event to the parent command.	MCO P5720.61 Tri-DivO P3120.17

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
		Submit, via the command's public affairs office, a "HOLD FILE" master personnel roster to the Fleet Home Town News Release Center. Remember to ensure up-to-date additions and deletions are made to the master list.	MCO P5720.61 Tri-Divo P3120.17
C-10		Final stabilization date Transfer remaining non-deployables.	Tri-Divo P3120.17
C-10		Request necessary assistance from Division Admin Assist Team (disbursing, MISSO, RASC, etc.)	Tri-Divo P3120.17
C-10		Conduct inventory of SRBs/OQRs/HRs/DRs. It is recommended the unit utilize a current alpha roster from MIPS to conduct this inventory. This will ensure all personnel deploying are resident on the CUDDb.	Tri-Divo P3120.17
		Request via LAN, message, or naval correspondence to CMC (ARE) to obtain access to MCPDS while deployed to WestPac: unit IAC, the two newly assigned Quantico ACIDS (you will get these from your advance party) and the name/rank/SSN of each individual associated with the new ACIDS, a point of contact, and your new mailing address while in WestPac. IMPORTANT: MAKE SURE THE ADDRESS YOU REPORT IS CORRECT; IF ANY PUBLICATIONS ARE RETURNED DUE TO INCORRECT ADDRESS YOUR IAC WILL BE SUSPENDED.	MCO P5600.31 Tri-Divo P3120.17
C-10		Prepare Meal Cards (DD Form 714) for all enlisted personnel who are currently in receipt of commuted rations. Advance party meal cards will accompany the main body for issuance upon arrival. DUE TO "ESSENTIAL... UNIT MESSING," COMRATS ARE NOT AUTHORIZED DURING THE DEPLOYMENT	JFTR, MCO P10110.47 Tri-Divo P3120.17
		Send message to DFAS, KCMO (FBBE/FSJ) to activate direct deposit notification by naval message.	Tri-Divo P3120.17

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
		Pack all unit directives (except those geographically unique to your parent command), correspondence files, UD files, SRBs/OQRs/HRs/DRs and turnover folders for embark. Remember, if you are running low on space, remove the pubs/orders and leave the empty black binders at home.	MCO P3000.15, Tri-DivO P3120.17
		Prepare unit diary (in advance) with the "STOP COMRATS" entries. ComRats for enlisted personnel will be stopped one minute prior to departure from the PDS or at the time a meal card is issued (whichever is earlier)	MCO P1080.40 MCAAT Guidebook
		On the last unit diary prior to deployment (prepared in advance) report the Historical Event entry that changes OPCON/ADCON and reporting jurisdiction (see Appendix C, event #2 of this order for specific format). This unit diary should be delivered to MISSO just prior to departure. Don't forget the "EXCL" entry, to include the advance party.	MCO P1080.35
C-Day		Meal cards should be issued at the time of departure. This will allow those personnel receiving ComRats to be credited until one minute prior to the commencement of group travel.	MCAAT Guidebook MCO P1011.47
		Contact Division Admin Assist for specific POCs and reporting guidance. This will expedite your initial admin efforts.	Tri-DivO P3120.17
C-Day		Contact WestPac MISSO. Ensure newly assigned ACIDs/passwords are active. Your administrative advance party member should have your new ACIDs. Ext. 622-2988	Tri-DivO P3120.17
C-Day		Stop TAD Rations for the advance party at one minute prior to the arrival of the main body. Issue advance party meal cards.	MCAAT Guidebook MCO P1080.40

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
C-Day		Report the "ARR INDIV LOC" event entry on the first unit diary submitted to WestPac MISSO (See Appendix C, event #3 of this order for specific format). It is not necessary to request a new M-ELSIG upon arrival unless the current M-ELSIG has been compromised.	MCO P1080.40
C-Day		Monitor all entitlements for attached personnel. This can be done by carefully auditing the DFR.	MCO P1080.40
		Report "STRT DEPL PER DIEM" the day after the main body arrives. This entry will be reported on all Marines, both main body and advance party.	MCAAT Guidebook, MCO P1080.40 MCO 7220.39
C+2		Have the advance party complete travel vouchers and submit them to Disbursing. Make sure the advance party orders are endorsed to reflect the actual time and date they joined the main body.	MCO P4650.37, MCO P7220.31
		Complete a Travel Voucher (for record purposes) on the main body, reflecting actual times and dates of departure from the PDS and arrival at the TAD location. This document will assist in reporting effective start/stop dates of entitlements	
		Have Postal Officer and mail clerks report to Postal Officer, Bldg 1007, MCB Camp Butler for instruction and guidance on mail routing and handling procedures while deployed.	Tri-DivO P3120.17
		Receive FAP, IDS and camp augmentation orders for immediate assignment.	3d MarDivO P1300.1
		1) With MISSO's assistance, have unit TASO create a UD Sectional Mail Box (SMB). This SMB will have access to the MISSO TRECON files so unit can download weekly TRECONS. A specific data set will also be entered at this time. 2) MISSO will establish a link via CICS (OKR) that will enable unit to upload their unit diaries.	Via phoncon, MISSO will walk the unit TASO through this process

WESTPAC GROUND UDP SOP

DUE DATE	COMPLETED DATE	ACTION	APPLICABLE REFERENCE (S)
		Check if the unit ABA ELSIG is ready for the PersO to pick up at disbursing. Visit the Travel and Pay Deck OICs and the unit's analyst at the MISSO office at Camp Foster.	MCO P7220.45, Tri-DivO P3120.17
C+5		Log in to MCPDS (MQG) to ensure requested changes have been made.	
		Submit the Unit Strength Figure Report via message to CMC (MPP-53). Attention should be directed to par. 3002.5(C) for specific format.	MCO P3000.15
		Admin Assist will visit to schedule an Administrative SAV around C+45. The purpose of this visit is to ensure all pay and allowance are on track and assist the unit in solving any current problems. Emphasis will be placed on teaching vice inspecting. Current checklists will be provided to the unit at this time.	Tri-DivO P3120.17
C+7		Have Bn Adjutant schedule mtg with Division Adjutant to discuss SIRs, PCRs, Congrints, CMCC, Awards, TAD/Emergency Leave, and Pubs/Directives.	
		Start FSA effective the date of departure from the PDS, as applicable. Specific attention should be directed to ALMAR 383/94, which provides guidance and new rules concerning geographical bachelors.	DODFMR, MCO P1080.40
C+45	<u>(approx)</u>	Administrative SAV 1) General Administration 2) Personnel Administration 3) MCTFS (Unit Diary)	Tri-DivO P3120.17
C+91		Record the Sea Service Deployment Ribbon entry in the SRB/OQR for all Marines who have met the following prerequisites: 1) Have 12 months (cumulative) in the operating forces; 2) Have been deployed at least 90 consecutive days; 3) Have not been awarded an SSDR within the past year.	SECNAVINST 1650.1, MCO P1070.12

WESTPAC GROUND UDP SOP

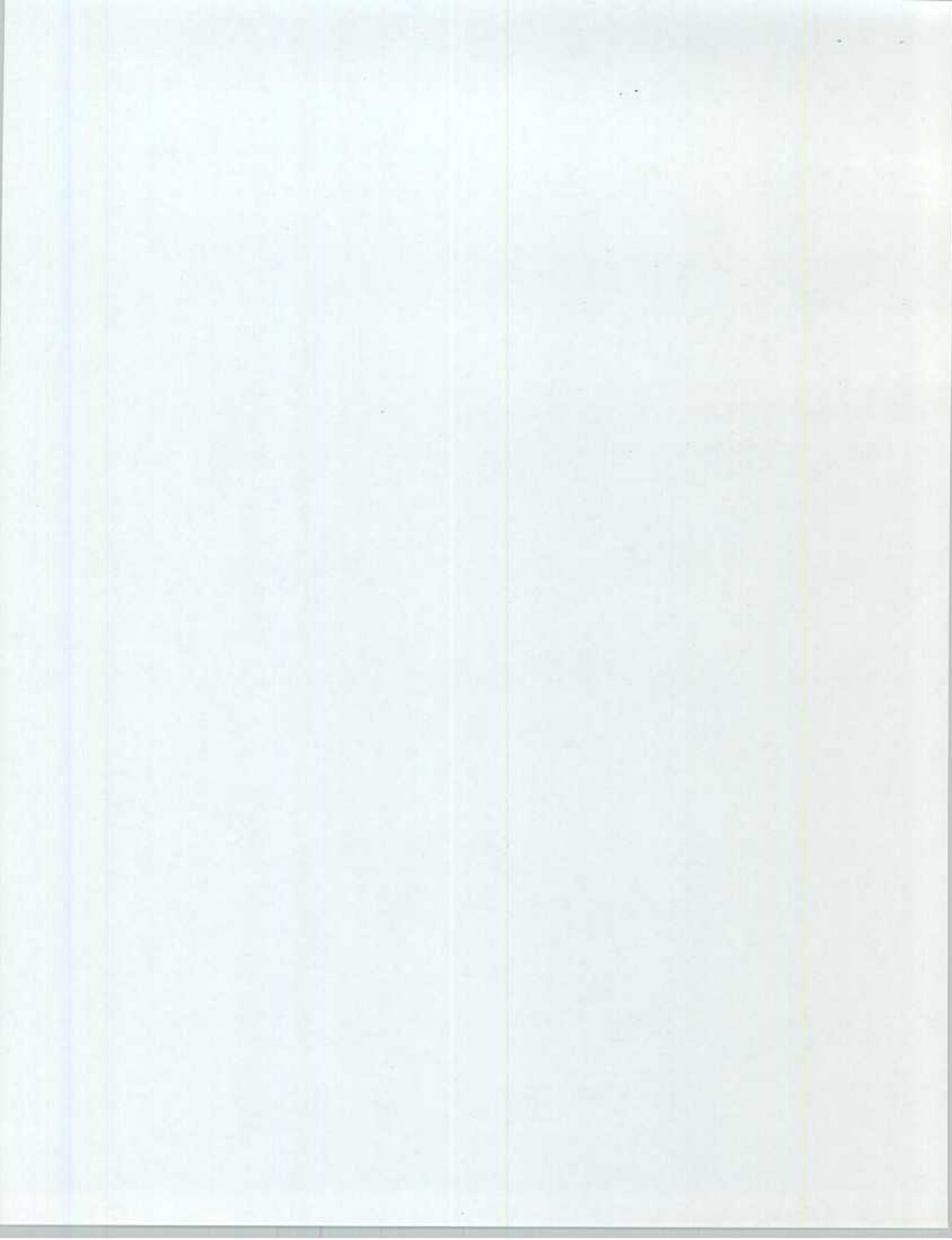
<u>DUE DATE</u>	<u>COMPLETED DATE</u>	<u>ACTION</u>	<u>APPLICABLE REFERENCE (S)</u>
C+145		Contact MISSO with current list of ACIDs and to inform them of your redeployment.	MCO P1080.40
C+150		Report "DSSN" (TTC 150 000) in an event entry (See Appendix C, event #4 of this guide for specific format). Be sure to report the appropriate "HIST".	MCO P1080.40
C+150		Redeploy the advance party to CONUS and: 1) "STOP DEPL PER DIEM" on the day before return (group entry) 2) "STOP FSA" in the same manner, if applicable. 3) "STRT COMRATS" if applicable. 4) If on Group Travel orders, there is no entitlement to TAD. Rations exist during travel from TAD location to PDS; if on individual orders, credit TAD rations from time/date of departure through one minute prior to return at PDS.	MCO P1080.40
C+150		Have Bn Adjutant schedule mtg with Division Adjutant to discuss CMCC, Awards, and TAD.	
C+168		Prepare and submit the Standard/Flat Rate Per Diem Allowance Report to 3d Marine Division Comptroller. See applicable reference for required data and format for this report.	MCO 7220.39, Tri-DivO P3120.17
C+175		Pack all unit directives (except those geographically unique to WestPac), correspondence files, UD files, SRBs/OQRs/HRs/DRs, and turnover folders for embark.	MCO P3000.15, Tri-DivO P3120.17
C+178		Report the Historical Event entry that changes OPCODE/ADCON and reporting jurisdiction on the last unit diary prior to redeployment (prepare in advance) (see Appendix C, event #5 of this order for specific format). This unit diary should be delivered to MISSO just prior to departure. Don't forget the "EXCL" entry to include the advance party.	MCO P1080.40
C+179		Report "STOP DEPL PER DIEM" effective the day prior to return.	MCO P1080.40

WESTPAC GROUND UDP SOP

<u>DUE DATE</u>	<u>COMPLETED DATE</u>	<u>ACTION</u>	<u>APPLICABLE REFERENCE (S)</u>
C+180		Contact CONUS MISSO. Ensure assigned ACIDs/passwords are active. Your administrative advance party member should accomplish this.	Tri-DivO P3120.17
C+180		Report the "ARR INDIV LOC" event entry on the first unit diary submitted to WestPac MISSO (See Appendix C, event#6 of this order for specific format). It is not necessary to request a new M-ELSIG upon arrival unless the current M-ELSIG has been compromised.	MCO P1080.40
C+180		Collect meal cards and restart ComRats, as applicable.	MCO P1080.40, MCO P10110.47
C+181		Report "STOP FSA" effective the day prior to return, as applicable.	DODFMR, MCO P1080.40
C+181		Report ADT, BAQ, Depn Info, RED, and DSC/DRD as individual/group entries, as applicable. ADT can be reported as an Event with an Excl for the advance party personnel.	MCO P1080.40

Note 1 - It is recommended that the responsibilities of the admin member of the advance party include, but not be limited to, the following:

- a) Contact the Admin Assist Team for guidance, specific points of contact in WestPac, and if any problems are encountered;
- b) Deliver NAVMC 11119s (prepared in advance) and letter requesting ABA ELSIGs to disbursing;
- c) Deliver a Points-of-Contact sheet for your Battalion to Admin Assist, DivAdj, DivPersO, MISSO, receiving Regiment, and disbursing.
- d) Have advance party TASO contact G-6 to be assigned a block of user-IDs for use while in WestPac. Ensure the unit TASO is properly assigned and an equitable number of these user-IDs are assigned to admin personnel.
- e) Once these user-IDs have been assigned, identify them to MISSO.
- f) Stay in touch with the local Admin Assist Teams



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APPENDIX C

UNIT DIARY EVENT ENTRIES ASSOCIATED WITH THE UDP

TTC	TYPE/ENTRY	WHEN REQUIRED
	<u>#1 (See Appendix B, Milestone C-30)</u>	
	<u>EVENT</u>	
000	WILL DEPLOY TO SDPI <u>27</u> DSSN 6160 Hist: unit title, address, location code, jurisdiction command and estimated deployment date	FOUR WEEKS PRIOR TO DEPLOYMENT

	<u>#2 (See Appendix B, Milestone C-2)</u>	
	<u>HISTORICAL EVENT</u>	
000	Hist: ASG OPCON/ADCON ____ UDP EMB GOVT AIR FR ____ LAST UD SUB JURIS ____	ON THE LAST UNIT DIARY PRIOR TO DEPLOYMENT

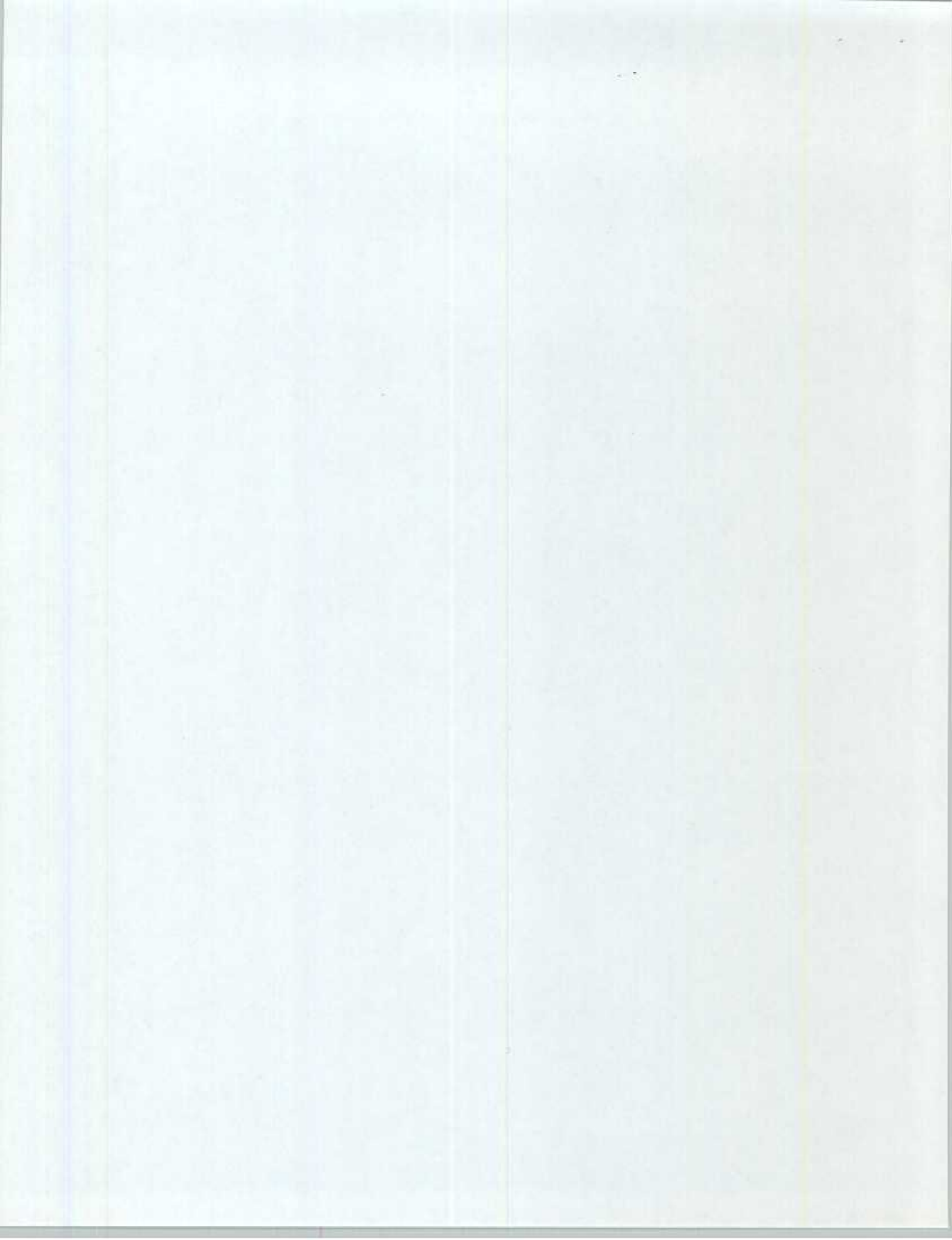
	<u>#3 (See Appendix B, Milestone C-Day)</u>	
	<u>EVENT</u>	
000	ARR INDIV LOC ____ Hist: FIRST UD SUB JURIS <u>27</u> ARR DISEMB GOVT AIR	FIRST UNIT DIARY IN WESTPAC

	<u>#4 (See Appendix B, Milestone C+150)</u>	
	<u>EVENT</u>	
000	DSSN 6160 ED ____ Hist: unit title, address, location code, command DPI, jurisdiction code, and deployment return date	FOUR WEEKS PRIOR TO REDEPLOYMENT

	<u>#5 (See Appendix B, Milestone C+178)</u>	
	<u>HISTORICAL EVENT</u>	
HIS 000	Hist: ASG OPCON/ADCON ____ UDP RET EMB GOVT AIR FR, LAST UD SUB JURIS <u>27</u>	LAST UNIT DIARY SUBMITTED TO WESTPAC MISSE

	<u>#6 (See Appendix B, Milestone C+180)</u>	
	<u>EVENT</u>	
002 000	ARR INDIV LOC ____ Hist: FIRST UD SUB JURIS <u>27</u> ARR DISEMB GOVT AIR	FIRST UNIT DIARY UPON ARRIVAL IN CONUS/HAWAII

Note: As required, report appropriate Exclusion entries on those members not to be affected by an Event (MCTFSPRIM, par. 6115).



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APPENDIX D

ADVANCE PARTY RESPONSIBILITIES

1. Supply Tasks

a. Review supply records for adequacy and validity: (1) MAL, (2) CMR, (3) Money Value Gain/Loss Report, (4) Voucher File, (5) LUBF, (6) Ammunition, (7) PORs, (8) Loans.

b. Verify cash report.

c. Validate fiscal records, with fund administrator

d. Validate maintenance condition of equipment.

e. Conduct inventory of accounts: T/E and Base Property include SL-3 items).

f. Ensure RO's (or representatives) have inventoried property, identified discrepancies, signed CMRs.

g. Conduct MIMMS reconciliation of outstanding supply documents.

h. Conduct SASSY reconciliation of outstanding supply documents.

i. Conduct backorder validation with Maintenance Float.

j. Review the list of unfunded deficiencies prepared by predecessor with fund administrator.

k. Prepare report to Regimental CO on status of supply account.

l. Turn over medical supplies.

m. Conduct special service inventory and turnover

n. Inventory and turn over ComSec equipment.

2. MMO Tasks

a. Ensure that a sound reconciliation/validation of outstanding repair parts/maintenance float items is conducted.

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- b. Validate that EROs are open on all equipment requiring maintenance.
- c. Coordinate 100% LTI of CEE and request augmentation for specific commodity areas from the Division MMO.
- d. Ensure that complete and accurate SL-3 inventories are held by the commodity area OIC and that deficiencies/excesses are identified and processed.
- e. Thoroughly review the inspection checklist from previous Division LRIs.
- f. Validate items still in CRSP and program any action required for removal.
- g. Validate items still evacuated to IMA using both the owning unit TAM report and yellow copies of EROs.
- h. Ensure all CEE deficiencies are on valid requisitions and that RM-4 remarks on the LM-2 reflect those document numbers.
- i. Audit LM-2 report and verify with supply that authorized/possessed quantities match and are correct.
- j. Review TMDE inventory and status of calibration for all items with an operational test code of "3".
- k. Review with outgoing MMO status of any assets slated for R&E program.
- l. Ensure that the current copies of program diskettes are on-hand.

3. Engineer Tasks

- a. Ensure that "B" and "J" TAM items, e.g., decontamination apparatus, general illumination kit, refrigerator ME-10, etc., are maintained in accordance with the appropriate TM, SL-3, SL-4, and TM-4700-15.
- b. Identify the unit's engineer assets using the CMR, EAF, type II allowances list (Refer to DivO 4441.9H.)
- c. Inventory all engineer assets using the SL-3 extract Refer to Appendix D of MCO P4790.2B.

(1) During this inventory, a serviceability check must be performed to ensure all items function as intended.

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(2) Requisition inventory deficiencies and have documentation for the same and/or, if required, initiate EROs for needed repairs.

d. Review all records in support of engineer assets. Ensure records are in compliance with chapter 2 and 3 of TM 4700-15E.

4 Ordnance Tasks

a. LTI 100% of ordnance items.

b. Work closely with outgoing unit to ensure that weapons with discrepancies noted on LTI are inducted into the maintenance cycle.

5. Motor Transport Tasks

a. Conduct a joint LTI on all equipment in accordance with MCO 4790-32.

b. Conduct a publication reconciliation in accordance with 4790.2.

c. Conduct an inspection of all record jackets, EROs and EROSLs to ensure proper documentation.

6. Safety Tasks

a. Conduct inventory of safety-related publications listed in 3d MarDivO P5100.11.

b. Inspect unit Hazardous Waste/Hazardous Material (HW/HM) storage sites and ensure that storage meets requirements set forth in 3d MarDivO P5100.11, BaseO 6280.2 and OSHA Standards.

c. Inspect CARC painting facilities in compliance with 3d MarDivO P5100.2.

d. Establish liaison with Regimental Aid Station and USNH Okinawa (Preventive Medicine Section) for Respirator Protection Plan/Medical Surveillance, Asbestos Surveillance, and Hearing Conservation Programs.

e. Ensure that departing unit leaves copies of all General Mishap Reports published during their deployment.

7 Food Service Tasks

a. Conduct joint inventory for turnover of all T/E equipment assets.

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- b. Review joint publications/field mess library file.
- c. Review requisitions to verify missing component parts are on order and all appear in an active status on the DPR.
- d. Thoroughly review the inspection checklist from previous Division LRIs, Pre-LRIs and SAVs.
- e. Responsible officer inventories field mess suite of equipment, identifies any discrepancies, signs CMR.
- f. Ensure close coordination and cooperation with the messhall manager for maximum support and operational efficiency.

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APPENDIX E

UNIT DEPLOYMENT MINIMUM UNIFORM REQUIREMENTS

1. Marine Corps Personnel

<u>Quantity</u>	<u>Items</u>
1	Bag, Duffel, w/carrying strap
2	Belt, trousers: web, khaki
2	Boots, Combat: leather, black, pair (1 pair may be jungle boots)
2	Buckle: f/belt, web, khaki
1	Buckle: f/belt (coat)
1	Cap, Garrison, man's: polyester/wool, green
3	Cap, Combat: Woodland camouflage pattern, cotton/nylon
1	Clasp, Necktie
1	Coat, man's: Blue Dress
1	Coat, man's: all-weather (without liner)
1	Coat, man's: polyester/wool, green, w/belt
4	Coat, Combat: Woodland camouflage pattern, Cotton, w/"USMC"/"USN" insignia (as appropriate)
6	Drawers, man's: cotton white, pair
1	Gloves, leather black, pair
1	Insignia, branch of service: collar, black, pair
1	Insignia, branch of service: collar, black, left
1	Necktie: khaki
1	Shirt, man's: polyester/wool, khaki, long sleeve
1	Shirt, man's: polyester/wool, khaki, w/quarter length sleeve
1	Shoes, dress: black, pair
2	Socks, man's: black pair
4	Socks: w/cushion sole, pair
1	Sweater: pull-over, olive green
1	Trousers, Blue Dress
1	Trousers, man's: polyester/wool, green, pair
4	Trousers, Combat: Woodland camouflage pattern, cotton, pair
2	Undershirt, cotton, white, crew neck
6	Undershirt, cotton, olive green

Note: No requirement for dress uniforms. Above requirements apply to Navy personnel who have been designated for Marine Corps uniform option (large issue).

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2. Navy Personnel. (Small issue)

<u>Quantity</u>	<u>Items</u>
2	Belt, trousers: web, black
2	Boots, Combat: leather, black, pair (1 pair may be jungle boots)
1	Buckle: f/belt web, black
3	Cap, Combat: woodland camouflage patterns, cotton/nylon
4	Coat, Combat: Woodland camouflage pattern, cotton, w/"USN" insignia
6	Drawers, man's: cotton, white, pair
1	Gloves, leathers black, pair
1	Insignia, branch of service: metal, each
1	Insignia, enlisted rate: Navy, metal, each
1	Neckerchief, black
1	Raincoat
1	Set, "U.S. Navy" decal
4	Socks: w/cushion sole, pair
2	Socks, man's: black, pair
1	Shoes, dress: black
4	Trousers, Combat: Woodland camouflage pattern, cotton, pair
2	Undershirt, man's: cotton, white, crew neck
6	Undershirt, man's: cotton, olive green
1	Uniform, service dress: blue
1	Uniform, service dress: white
1	White Hat

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APPENDIX F

SAMPLE STANDARD/FLAT RATE PER DIEM REPORT

3120
S-1

From: Commanding Officer, _____
To: Commanding General, 3d Marine Division (AC/S, Comptroller
Via: Commanding Officer,

Subj: STANDARD FLAT/RATE PER DIEM REPORT

Ref: (a) JtDivO P3120.17A

1. Per the reference, the following percentage information is based on the entire deployed period:

OFFICERS	ENLISTED	REMARKS
		Time spent in garrison where government quarters/messing were available
		Time spent in garrison where government quarters/messing were not available
		Time spent in field duty
		Personel not eligible for per diem (embarked on ship, UA, confined, etc..

2. Point of contact at this command is _____ at extension .

By direction _____